

**CITY OF BENBROOK  
2015-16 PROPOSED BUDGET**

**CITY COUNCIL MEETING  
PUBLIC HEARING**

**AUGUST 20, 2015**

# **CITY OF BENBROOK 2015-16 PROPOSED BUDGET AUGUST 20, 2015**

The 2015-16 Proposed Budget Summary Document is comprised of ten sections: (1) Summary, (2) Fund Balance Status, (3) Revenues, (4) Expenditures, (5) Activity Summaries, (6) Decision Packages, (7) Debt Service, (8) Other Funds, (9) EDC Budget, and (10) Supplemental Information.

## **SECTION ONE - SUMMARY**

The Summary Section provides a synopsis of the 2015-16 Proposed Budget including total revenues, expenditures, fund balance changes, and program modifications and implementations.

## **SECTION TWO - FUND BALANCE STATUS**

The Fund Balance Status Section summarizes beginning and ending fund balances on an actual basis for 2013-14; on an original budget, amended budget, and re-estimated basis for 2014-15; and on a base budget, decision package, department request, and proposed budget for 2015-16. Fund balance information is provided for the General Fund, Debt Service Fund, and the Operating Funds (combined General Fund and Debt Service Fund). These summaries are provided on three tables.

## **SECTION THREE - REVENUES**

The Revenues Section provides a line-item summary of all General Fund and Debt Service revenue sources on an actual basis for 2013-14; on a budget, six-month actual, and estimated basis for 2014-15; and on a projected basis for 2015-16. Increases and decreases in revenue are explained for each of the revenue categories.

## **SECTION FOUR - EXPENDITURES**

The Expenditures Section provides a summary of all General Fund and Debt Service expenditures on an actual basis for 2013-14; on an amended budget, six-month actual, and estimated basis for 2014-15; and on a base budget, decision packages, department request, and proposed budget basis for 2015-16. Expenditure information is provided for each activity at the following levels: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. Expenditure information is summarized at the department and division level. Increases and decreases in expenditures are explained for each department and division. The Expenditure Section also includes a table that describes each of the changes made by the City Manager to the Department Request.

## **SECTION FIVE – ACTIVITY SUMMARIES**

The Activity Summaries Section includes a form for each General Fund Activity. These Activity Summary forms summarize expenditures and positions on an actual basis for 2013-14; on a budget, actual six-month, and estimated twelve-month basis for 2014-15; and on a base budget, decision package, and total request basis for 2015-16. The 2015-16 Proposed Budget recommendations are also summarized at this level of detail. Expenditures are provided for the following categories: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. The number of authorized positions is also provided. The form includes a reconciliation of the City Manager's Proposed Budget changes from the Department's Total Request (base budget plus decision packages). An area is also provided to list any changes made by the City Council. The box in the bottom right of the form lists all decision packages and classifies each package in two categories: (1) Funded and (2) Not Funded.

## **SECTION SIX – DECISION PACKAGES**

The Decision Package Section includes a chart that lists each decision package requested for inclusion in the 2015-16 Department Request. This chart is followed by copies of each decision package.

Decision packages are required when the department requests to: (a) add a new program, (b) delete an existing program and replace it with a new or different function or program, (c) request expenditures that exceed the total appropriation for the activity's 2014-15 Adopted Budget, or (d) request additional compensation for an employee or job classification or request adjustment to the City's compensation plan. The cost of all decision packages included as part of the department request totaled \$1,397,636 for the General Fund.

Decision packages are presented on a summary table. This table provides the following information about each decision package considered during review of the 2015-16 Budget: (1) department, (2) description (3) amount requested, (4) activity total, and (5) amount approved by the City Manager.

## **SECTION SEVEN - DEBT SERVICE**

The Debt Service Section provides a schedule that summarizes the City's debt service obligations for the 2015-16 fiscal year. This section includes tables that summarize the City's debt requirements from October 1, 2015 through maturity.

## **SECTION EIGHT – OTHER FUNDS**

Section Eight provides a summary of proposed expenditures for the Marketing Account funded through the Hotel Motel Occupancy Tax, the Police Narcotics Fund, TIF Fund, Core Value Fund, Capital Projects Fund Animal Shelter Account, Capital Projects Fund Capital Asset Replacement Account, and the Storm Water Utility Fund for 2015-16.

## **SECTION NINE – EDC**

Section Nine provides 2015-16 Budget information for the Benbrook Economic Development Corporation.

## **SECTION TEN – SUPPLEMENTAL INFORMATION**

The Supplemental Information Section provides information regarding the City's budget process including: City Charter Requirements, Budget Process, Citizen Input and Public Hearings, and a Glossary of Terms.

# **SECTION ONE SUMMARY OF PROPOSED BUDGET**

## **SECTION ONE SUMMARY OF PROPOSED BUDGET**

### **OVERVIEW**

The 2015-16 City of Benbrook Budget is based on total General Fund and Debt Service Fund revenues of \$17,089,601 and total General Fund and Debt Service Fund expenditures of \$17,629,912. The Proposed Budget reflects the transfer of \$502,631 from the Storm Water Utility Fund to the Debt Service Fund. The Proposed Budget also includes the transfer of \$250,000 from the General Fund to the Capital Asset Replacement Fund. The Proposed Budget also includes the transfer of \$550,000 in General Fund Reserves to the Capital Projects Fund Animal Shelter Account to designate and reserve funds for planning and constructing an animal shelter. The Proposed Budget is based on using approximately \$7,759 in debt service reserves for payment of principal and interest for general obligation bonds.

As proposed by the City Manager, the property tax rate reflected in the 2015-16 Proposed Budget remains at the 2014-15 rate of \$0.6575 per \$100 valuation. The proposed tax rate is based on the assessed valuation totals provided by the Tarrant Appraisal District on July 24, 2015.

### **CHANGES IN POSITIONS AND RECLASSIFICATIONS**

The 2015-16 Proposed Budget includes the addition of six full-time positions and the elimination of seven part-time positions in the Police and Fire Departments.

The Police Department requested the addition of a full-time Communications Specialist position; this new position is included in the 2015-16 Proposed Budget. Funding will be partially offset by the elimination of a part-time Communications Specialist position and by a reduction in the amount of overtime pay for the Communications/Records employees.

The Fire Department requested the addition of five full-time Firefighter/Paramedic positions; this request is partially funded with approval granted for adding two positions in 2015-16. The Fire Chief requested adding three full-time Firefighter/EMT positions; funding of this request is included in the 2015-16 Proposed Budget. Funding for the five new Fire Department positions is partially offset by eliminating six part-time positions in the Auxiliary City Fire Support Unit (ACFSU) and by decreasing the amount of overtime pay for the Fire Department employees.

No reclassifications were requested by department heads for consideration in the 2015-16 Proposed Budget.

## **SALARY AND FRINGE BENEFIT ENHANCEMENTS**

The Proposed Budget includes an across-the-board cost-of-living adjustment (COLA) of three percent for full-time employees. Funds are also included for scheduled merit increases for eligible employees; approximately thirty-nine percent of full-time are employees are eligible for a step increase in 2015-16; a majority of these employees are in the Police and Fire Departments. Merit increases are subject to the review and approval by the employee's department head and the City Manager.

The Proposed Budget includes funds to finance an up to 10.00% increase in employee health, dental, and life insurance; this increase is applied to the amount re-estimated for 2014-15. Funds are also included for employee retirement through the Texas Municipal Retirement System (TMRS). The 2015 rate is 17.91%; the rate will decrease to 17.51% effective January 1, 2016. Workers' compensation contributions are reflected at \$50,000 for 2015-16; this amount should be sufficient for 2015-16 combined with the City's restricted reserves of \$225,122 for workers' compensation claims.

## **REPLACEMENT AND ADDITION OF EQUIPMENT AND VEHICLES**

Funds in the amount of \$185,000 are included in the Proposed Budget to replace five Police vehicles financed through the General Fund.

Funds are included in the Police Narcotics Fund Account for equipment and supplies. Funds for the replacement of ten department-issued hand guns for patrol officers and ballistic raid vests for CIS employees are included in the Narcotics Account for 2015-16. Other purchases will be made at the discretion of the Police Chief with approval from the City Manager.

The Fire Department requested funds to replace two of the ambulances. Tarrant County has agreed to provide \$50,000 in grant funds for each ambulance. The 2015-16 Capital Projects Fund Capital Asset Replacement Account's Proposed Budget includes \$124,000 for the City to replace one ambulance. Replacement of the other ambulance is deferred until 2016-17 or later.

The Fire Department's 2015-16 Proposed Budget includes funds to replace the four HazMat suits for Fire Fighters.

Funds are included for scheduled computer replacements and upgrades in the Information Technology Activity in the General Fund. Computer software, hardware, and other equipment scheduled for replacement and/or upgrade in 2015-16 is estimated to cost \$175,511.

Also included in the Information Technology allocation for 2015-16 are funds for: an improved and expanded data backup system for all City users, mobile routers for the Fire Department, and server and storage replacement for the Police Department.

The Personnel Department requested and received funds for new equipment to grade civil service examinations to expedite the testing process and to insure accuracy of results.

The Parks Department requested and received approval for the replacement of one of their mowing tractors and for replacement of one truck. The Public Works Department and the Engineering Activity also requested replacement of trucks. The 2015-16 Capital Projects Fund Capital Asset Replacement Account's Proposed Budget includes \$67,500 for these replacements.

Funds are also included in the 2015-16 Parks Department Proposed Budget for five park benches at an estimated cost of \$3,250.

The 2015-16 Proposed Budget includes funds to video and clean the ducts at Benbrook City Hall at an estimated cost of \$10,000. Other building improvements requested by the Public Services Director are deferred to future years.

## **CITY COUNCIL REQUESTS**

At the work session held on July 3, 2015, Benbrook City Councilmembers agreed to designate \$50,000 for a needs assessment study for a new animal shelter and \$500,000 for the possible construction of a new shelter. The 2015-16 Proposed Budget includes the transfer of \$550,000 from General Fund reserves to the Capital Project Fund Animal Shelter Account.



# **SECTION TWO**

# **FUND BALANCE STATUS**

## **SECTION TWO FUND BALANCE STATUS**

The tables depict General Fund, Debt Service Fund, and Operating Funds (combined General Fund and Debt Service Fund) beginning and ending fund balances on an actual basis for 2013-14; on an original budget, amended budget, and re-estimated basis for 2014-15; on a base budget, department request (base budget plus decision packages), and proposed budget for 2015-16.

### **GENERAL FUND**

The General Fund began the 2014-15 year with a fund balance of \$8,805,202. The General Fund is projected to end the current fiscal year with a fund balance of \$9,261,770 based on estimated revenues of \$16,408,245, estimated expenditures of \$16,134,131, the transfer of \$100,000 to the Core Value Fund, the transfer of \$200,000 to the Capital Asset Replacement Account and the transfer of \$482,454 for the replacement of one fire engine as approved in the 2014-15 amended budget.

The 2015-16 Proposed Budget - with revenues in the amount of \$16,663,043, expenditures in the amount of \$16,692,964, the transfer of \$250,000 to the Capital Asset Replacement Fund, and the transfer of \$550,000 in unrestricted reserves to the Capital Projects Fund Animal Shelter Account - is projected to have an ending fund balance of \$8,431,849 in 2015-16.

### **DEBT SERVICE FUND**

The Debt Service Fund began the 2014-15 year with a fund balance of \$225,304. The Debt Service Fund is projected to end the current fiscal year with a fund balance of \$93,666 based on estimated revenues of \$331,600, estimated expenditures of \$969,075, and the transfer of \$505,837 from the Storm Water Utility Fund.

The 2015-16 Proposed Budget - with revenues in the amount of \$426,558, expenditures in the amount of \$936,948, and the transfer of \$502,631 from the Storm Water Utility Fund - is projected to have an ending fund balance of \$85,907 in 2015-16.

### **OPERATING FUNDS**

The Operating Funds began 2014-15 with a fund balance of \$9,030,506. The Operating Funds are expected to end this current fiscal year with a fund balance of \$9,355,436 based on estimated revenues of \$16,739,845, estimated expenditures of \$17,103,206, the transfer of \$100,000 to the Core Value Fund, the transfer of \$200,000 to the Capital Asset Replacement Account, the transfer of \$482,454 for

the replacement of one fire engine as approved in the 2014-15 amended budget, and the transfer of \$505,837 from the Storm Water Utility Fund.

The 2015-16 Proposed Budget - with revenues in the amount of \$17,089,601, expenditures in the amount of \$17,629,912, the transfer of \$250,000 to the Capital Asset Replacement Fund, the transfer of \$550,000 in unrestricted reserves to the Capital Projects Fund Animal Shelter Account, and the transfer of \$502,631 from the Storm Water Utility Fund - is projected to have an ending fund balance of \$8,517,756 for 2015-16.

**CITY OF BENBROOK  
CHANGES IN FUND BALANCE  
2015-16 PROPOSED BUDGET  
AUGUST 2015**

<b>GENERAL FUND</b>	<b>2013-14 <u>ACTUAL</u></b>	<b>2014-15 <u>ORIGINAL BUDGET</u></b>	<b>2014-15 <u>AMENDED BUDGET</u></b>	<b>2014-15 <u>RE-EST</u></b>	<b>2015-16 <u>BASE BUDGET</u></b>	<b>2015-16 <u>DECISION PACKAGES</u></b>	<b>2015-16 <u>DEPT. REQUEST</u></b>	<b>2015-16 <u>PROPOSED BUDGET</u></b>
<b>BEGINNING BALANCE</b>	<b>8,939,746</b>	<b>7,929,861</b>	<b>7,929,861</b>	<b>8,805,202</b>	<b>9,261,770</b>		<b>9,261,770</b>	<b>9,261,770</b>
Revenues	16,376,736	16,037,927	16,037,927	16,408,245	16,378,320		16,378,320	16,663,043
<b>TOTAL FUNDS AVAILABLE</b>	<b>25,316,482</b>	<b>23,967,788</b>	<b>23,967,788</b>	<b>25,213,447</b>	<b>25,640,090</b>		<b>25,640,090</b>	<b>25,924,813</b>
Expenditures	14,811,280	16,077,632	16,611,752	16,134,131	16,096,357	1,397,636	17,493,993	16,692,964
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>10,505,202</b>	<b>7,890,156</b>	<b>7,356,036</b>	<b>9,079,316</b>	<b>9,543,733</b>		<b>8,146,097</b>	<b>9,231,849</b>
Transfers-In	0	0	482,454	482,454	0		0	0
Transfers-Out	1,700,000	300,000	300,000	300,000	0		0	750,000
Bond Re-Issuance	0	0	0	0	0	0	0	0
<b>ENDING BALANCE</b>	<b>8,805,202</b>	<b>7,590,156</b>	<b>7,538,490</b>	<b>9,261,770</b>	<b>9,543,733</b>	<b>0</b>	<b>8,146,097</b>	<b>8,481,849</b>

<b>DEBT SERVICE FUND</b>	<b>2013-14 <u>ACTUAL</u></b>	<b>2014-15 ORIGINAL <u>BUDGET</u></b>	<b>2014-15 ORIGINAL <u>BUDGET</u></b>	<b>2014-15 <u>RE-EST</u></b>	<b>2015-16 BASE <u>BUDGET</u></b>	<b>2015-16 DECISION <u>PACKAGES</u></b>	<b>2015-16 DEPT. <u>REQUEST</u></b>	<b>2015-16 PROPOSED <u>BUDGET</u></b>
<b>BEGINNING BALANCE</b>	445,101	219,455	219,455	225,304	93,666		93,666	93,666
Revenues	240,054	326,898	326,898	331,600	336,628		336,628	426,558
<b>TOTAL FUNDS AVAILABLE</b>	<b>685,155</b>	<b>546,353</b>	<b>546,353</b>	<b>556,904</b>	<b>430,294</b>		<b>430,294</b>	<b>520,224</b>
Expenditures	3,996,393	969,075	969,075	969,075	970,814		970,814	936,948
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>(3,311,238)</b>	<b>(422,722)</b>	<b>(422,722)</b>	<b>(412,171)</b>	<b>(540,520)</b>		<b>(540,520)</b>	<b>(416,724)</b>
Transfers-In	960,316	505,837	505,837	505,837	502,631		502,631	502,631
Transfers-Out	0	0	0	0	0		0	0
Bond Re-Issuance	2,576,226	0	0	0	0		0	0
<b>ENDING BALANCE</b>	<b>225,304</b>	<b>83,115</b>	<b>83,115</b>	<b>93,666</b>	<b>(37,889)</b>	<b>0</b>	<b>(37,889)</b>	<b>85,907</b>

<b>OPERATING FUNDS</b>	<b>2013-14 <u>ACTUAL</u></b>	<b>2014-15 <u>ORIGINAL BUDGET</u></b>	<b>2014-15 <u>AMENDED BUDGET</u></b>	<b>2014-15 <u>RE-EST</u></b>	<b>2015-16 <u>BASE BUDGET</u></b>	<b>2015-16 <u>DECISION PACKAGES</u></b>	<b>2015-16 <u>DEPT. REQUEST</u></b>	<b>2015-16 <u>PROPOSED BUDGET</u></b>
<b>BEGINNING BALANCE</b>	<b>9,384,847</b>	<b>8,149,316</b>	<b>8,149,316</b>	<b>9,030,506</b>	<b>9,355,436</b>		<b>9,355,436</b>	<b>9,355,436</b>
Revenues	16,616,790	16,364,825	16,364,825	16,739,845	16,714,948		16,714,948	17,089,601
<b>TOTAL FUNDS AVAILABLE</b>	<b>26,001,637</b>	<b>24,514,141</b>	<b>24,514,141</b>	<b>25,770,351</b>	<b>26,070,384</b>		<b>26,070,384</b>	<b>26,445,037</b>
Expenditures	18,807,673	17,046,707	17,580,827	17,103,206	17,067,171	1,397,636	18,464,807	17,629,912
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>	<b>7,193,964</b>	<b>7,467,434</b>	<b>6,933,314</b>	<b>8,667,145</b>	<b>9,003,213</b>		<b>7,605,577</b>	<b>8,815,125</b>
Transfers-In	960,316	505,837	988,291	988,291	502,631		502,631	502,631
Transfers-Out	1,700,000	300,000	300,000	300,000	0		0	750,000
Bond Re-Issuance	2,576,226	0	0	0	0		0	0
<b>ENDING BALANCE</b>	<b>9,030,506</b>	<b>7,673,271</b>	<b>7,621,605</b>	<b>9,355,436</b>	<b>9,505,844</b>		<b>8,108,208</b>	<b>8,567,756</b>

# **SECTION THREE REVENUES**

## **SECTION THREE REVENUES**

This section includes revenue collection and projection data for each source of revenue. Sub-totals are provided for each revenue account in the General Fund and Debt Service Fund. Revenues are projected based on current rates and fee structures. Collection data is presented on an actual basis for 2013-14; on a budget, actual six months (as of March 31, 2015), and estimated twelve months basis for 2014-15; and on a projected basis for 2015-16. This table depicts the change from the 2014-15 estimate compared to the 2014-15 budget and from the 2014-15 estimate compared to the 2015-16 projection.

### **GENERAL FUND**

General Fund revenues in the amount of \$16,663,043 for 2015-16 are projected to increase by \$254,798 compared to the 2014-15 estimate of \$16,408,245. The 2014-15 estimate of \$16,408,245 is \$370,318 over the 2014-15 adopted budget of \$16,037,927.

The changes in the 2015-16 Proposed Budget for revenue collection are in the following categories: ad valorem taxes; franchise fees; other taxes (including sales tax); licenses, permits, and filing fees; use of money and property; revenue from other agencies; and charges for current services.

### **Ad Valorem Taxes**

Revenue from ad valorem taxes in the amount of \$10,760,723 for 2015-16 is projected to increase by \$444,223 from the 2014-15 estimate of \$10,316,500. Current property tax revenue is projected to increase by \$465,723. Delinquent property tax revenue is projected to decrease by \$7,000 due to a reduction in the number of delinquent accounts in 2015-16. Revenue from current interest and penalties is projected to decrease by \$8,000 from the 2014-15 estimate level. Revenue from delinquent interest and penalties is projected to decrease by \$6,500 from the 2014-15 estimate.

The City of Benbrook is projected to experience property tax revenue growth in 2015-16 due to a net increase in assessed valuations for Benbrook. On July 24, 2015, TAD provided the City with final assessed valuation totals for use in computing property tax projections and in preparing "Truth in Taxation" notices. Assessed valuations increased by approximately 3.98% in a comparison of total values. "Truth in Taxation" requirements mandate that the City determine the Debt Service portion of the property tax rate based on debt service requirements as of July 2015. As discussed with City Council during the review of the 2013-14 budget and



reiterated during the briefing of the 2015-16 budget process, the debt service portion of the property tax rate will increase by another one-half cent to two and one-half cents in the 2015-16 Proposed Budget.

The General Fund's 2015-16 proposed property tax rate decreases by \$0.0050 from the current rate of \$0.6375 to \$0.6325. The Debt Service property tax rate for 2015-16 increases by \$0.0050 from the current rate of \$0.0200 per \$100 valuation to \$0.0250. The total (General Fund and Debt Service Fund) proposed property tax rate remains at \$0.6575.

### **Franchise Taxes**

Franchise Tax revenue are projected to increase to \$1,603,000 in 2015-16 - a net increase of \$7,000 from the 2014-15 estimate level of \$1,596,000 for the electrical franchise tax, natural gas franchise tax, telephone franchise tax, and sanitation franchise tax.

### **Other Taxes**

Projected sales tax collections for 2015-16 in the amount of \$1,900,000 reflect a decrease of \$100,000 from the 2014-15 estimate of \$2,000,000; this reduction in collections results from the anticipated impact that the construction of Benbrook Boulevard will have on commercial sales in the 2015-16 fiscal year. Revenue from mixed beverage taxes is projected to remain at \$4,000 in 2014-15 and in 2015-16. The total net decrease for this category is projected to be \$100,000.

### **Licenses, Permits, and Filing Fees**

Revenue from licenses is projected at \$43,975 for 2015-16; this amount is also estimated for 2014-15. Revenue from permits and filing fees is projected to decrease from the 2014-15 estimate of \$324,250 by \$17,000 to \$307,250 for 2015-16. The total projected for 2015-16 for licenses, permits, and filing fees is \$351,225.

### **Fines and Forfeitures**

Revenue from municipal court fines and forfeitures is projected to decrease by \$35,000 from the 2014-15 estimate of \$722,250 to \$687,250 for 2015-16. The 2014-15 estimate includes a higher-than-average amount of restitution fees.

## **Use of Money and Property**

The 2015-16 projection of \$60,250 is \$2,000 less than the 2014-15 estimate of \$62,250. Included within this category are: interest on investments, building rentals, gas well revenue, and miscellaneous revenue. Revenue from miscellaneous revenue is projected to decrease by \$5,000. Revenue from interest on investments is projected to increase by \$3,000.

## **Revenue from Other Agencies**

Revenue from Other Agencies includes revenue from the fire service contract with Tarrant County, the contract with the FWISD for police officers, and from miscellaneous grants. The 2014-15 estimate is \$401,500. The 2015-16 projection is \$426,500 for a net increase of \$25,000 from the current year estimate. Additional revenue is expected from the FWISD as a result of higher salary costs for the police officers assigned to Benbrook schools.

## **Charges for Current Services**

Revenue from Charges for Current Services for 2015-16 is projected to be \$9,925 under the 2014-15 estimate. The 2014-15 estimate is \$859,900 and the projection for 2015-16 is \$849,975. An increase of \$10,000 is projected in revenue from the ambulance charges. Street cut charges paid by the Benbrook Water Authority have been unusually high in the current year; this trend is not projected to continue so the projection for 2015-16 is \$35,000 less. Revenue from park revenue is projected to return to 2013-14 levels; the decrease for 2014-15 is due to closures at Benbrook Lake in the summer of 2015.

## **Other Revenue**

Other revenue is projected to be \$20,000 in 2015-16 and \$77,500 in 2014-15. The 2014-15 estimate includes reimbursements for insurance claims on City vehicles and property,

## **Transfers**

No transfers from other funds to the General Fund are included in the 2014-15 estimate and 2015-16 projection.

## **DEBT SERVICE FUND**

Debt Service Fund revenues and transfers are estimated at \$837,437 for 2014-15

and projected at \$929,189 for an increase of \$91,752.

### **Ad Valorem Taxes**

Revenues from property taxes are projected to increase in the Debt Service Fund by \$94,958 in 2015-16. This increase in revenue results from the growth of property values (assessed valuations) and an increase in the Debt Service portion of the property tax rate from \$0.0200 per \$100 valuation to \$0.02500. Revenue from property taxes is estimated at \$426,558 in 2015-16 and \$331,600 in 2014-15.

### **Transfers**

The 2014-15 estimate includes the transfer of \$505,837 from the Storm Water Utility Fund to the Debt Service Fund. This transfer is to finance principal and interest on drainage bonds. The amount scheduled for transfer in 2015-16 is \$502,631. This variation of \$3,206 is due to the decrease in funds required for payment of debt service expenses for drainage projects.

### **Reserves**

Debt Service Fund reserves may only be used to finance debt service payments for principal, interest, and agent fees. The projected beginning balance for the Debt Service Fund for 2015-16 is \$93,666. The 2015-16 Proposed Budget is based upon using \$7,759 in Debt Service Fund reserves to finance debt service payments. The use of reserves will decrease the Debt Service Fund balance to \$85,907. The Debt Service property tax rate will be increased gradually to insure that current property tax revenue is sufficient to finance actual principal and interest.

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 2015**

<u>Account Description</u>	<u>Actual 12 Months 2013-14</u>	<u>Budgeted 2014-15</u>	<u>Actual 6 Months 2014-15</u>	<u>Estimated 2014-15</u>	<u>Variance Over(Under) Budget 2014-15</u>	<u>Projected 2015-16</u>	<u>Variance Over(Under) Estimated 2014-15</u>
Current Ad Valorem Taxes	9,981,789	10,362,527	9,650,291	10,225,000	(137,527)	10,690,723	465,723
Current Penalty and Interest	31,594	20,000	15,511	32,000	12,000	25,000	(7,000)
Delinquent Ad Valorem Taxes	36,055	35,000	28,499	43,000	8,000	35,000	(8,000)
Delinquent Penalty and Interest	15,343	10,000	11,140	16,500	6,500	10,000	(6,500)
<b>AD VALOREM TAXES</b>	<b>10,064,782</b>	<b>10,427,527</b>	<b>9,705,441</b>	<b>10,316,500</b>	<b>(111,027)</b>	<b>10,760,723</b>	<b>444,223</b>
Electrical Franchise Tax	830,655	835,000	816,498	823,000	(12,000)	830,000	7,000
Natural Gas Franchise Tax	79,323	70,000	32,138	78,000	8,000	78,000	0
Telephone Franchise Tax	108,343	165,000	145,379	185,000	20,000	185,000	0
Sanitation Franchise Tax	306,087	275,000	127,474	300,000	25,000	300,000	0
Cable Television Franchise Tax	272,196	210,000	76,278	210,000	0	210,000	0
<b>FRANCHISE TAXES</b>	<b>1,596,603</b>	<b>1,555,000</b>	<b>1,197,767</b>	<b>1,596,000</b>	<b>41,000</b>	<b>1,603,000</b>	<b>7,000</b>
City Sales Tax	2,287,343	1,800,000	767,741	2,000,000	200,000	1,900,000	(100,000)
Mixed Drinks Tax	3,913	4,000	2,210	4,000	0	4,000	0
Sales Tax Collected	(29)	0	61	120	120	120	0
Other Taxes	0	0	0	0	0	0	0
Bingo Tax	0	0	0	0	0	0	0
<b>OTHER TAXES</b>	<b>2,291,227</b>	<b>1,804,000</b>	<b>770,013</b>	<b>2,004,120</b>	<b>200,120</b>	<b>1,904,120</b>	<b>(100,000)</b>
<b>TOTAL TAXES</b>	<b>13,952,611</b>	<b>13,786,527</b>	<b>11,673,221</b>	<b>13,916,620</b>	<b>130,093</b>	<b>14,267,843</b>	<b>351,223</b>
Dog Licenses	390	400	260	425	25	425	0
Electrical Licenses	2,186	2,250	1,965	8,200	5,950	8,200	0
Plumbing Licenses	7,722	10,350	8,912	10,350	0	10,350	0
Miscellaneous Licenses	24,815	27,000	13,470	25,000	(2,000)	25,000	0
<b>TOTAL LICENSES</b>	<b>35,113</b>	<b>40,000</b>	<b>24,607</b>	<b>43,975</b>	<b>3,975</b>	<b>43,975</b>	<b>0</b>

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 2015**

<u>Account Description</u>	<u>Actual 12 Months 2013-14</u>	<u>Budgeted 2014-15</u>	<u>Actual 6 Months 2014-15</u>	<u>Estimated 2014-15</u>	<u>Variance Over(Under) Budget 2014-15</u>	<u>Projected 2015-16</u>	<u>Variance Over(Under) Estimated 2014-15</u>
Building Permits	136,540	200,000	131,351	245,000	45,000	245,000	0
Alarm Permits	27,600	30,500	11,280	22,000	(8,500)	22,000	0
Fire Code Permits	365	400	320	400	0	400	0
Electrical Permits	11,467	12,000	9,964	12,000	0	12,000	0
Plumbing Permits	14,862	18,000	8,147	15,000	(3,000)	15,000	0
Zoning Filing Fees	2,775	2,500	750	750	(1,750)	750	0
Subdivision Filing Fees	2,536	2,500	1,302	2,000	(500)	2,000	0
Development Inspect Fees	75,003	100	16,987	17,100	17,000	100	(17,000)
Other Permits and Filing Fees	10,094	12,000	4,447	10,000	(2,000)	10,000	0
<b>PERMITS &amp; FILING FEES</b>	<b>281,242</b>	<b>278,000</b>	<b>184,548</b>	<b>324,250</b>	<b>46,250</b>	<b>307,250</b>	<b>(17,000)</b>
<b>LICENSES, PERMITS, &amp; FILING FEES</b>	<b>316,355</b>	<b>318,000</b>	<b>209,155</b>	<b>368,225</b>	<b>50,225</b>	<b>351,225</b>	<b>(17,000)</b>
Municipal Court Fines	370,550	345,000	222,419	375,000	30,000	375,000	0
Warrant Fees	24,680	16,500	23,870	25,000	8,500	25,000	0
Defensive Driving School	6,574	7,000	3,565	7,000	0	7,000	0
Ticket Dismissal Fees	9,680	7,200	6,470	9,000	1,800	9,000	0
Arrest Fees	25,364	26,000	16,020	26,000	0	26,000	0
Special Expense Fees	214,518	215,000	130,785	215,000	0	215,000	0
Restitution Fees - City	10,913	15,000	37,986	50,000	35,000	15,000	(35,000)
Other Fines and Forfeitures	13,198	15,000	10,168	15,250	250	15,250	0
<b>FINES AND FORFEITURES</b>	<b>675,477</b>	<b>646,700</b>	<b>451,281</b>	<b>722,250</b>	<b>75,550</b>	<b>687,250</b>	<b>(35,000)</b>
Interest on Investments	35,818	40,000	6,763	12,000	(28,000)	15,000	3,000
Building Rentals	300	200	150	250	50	250	0
Gas Well Permits	34,500	35,000	3,750	35,000	0	35,000	0
Misc. Revenue Money and Property	39,458	10,000	6,616	15,000	5,000	10,000	(5,000)
<b>USE OF MONEY &amp; PROPERTY</b>	<b>110,076</b>	<b>85,200</b>	<b>17,279</b>	<b>62,250</b>	<b>(22,950)</b>	<b>60,250</b>	<b>(2,000)</b>

**GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 2015**

<u>Account Description</u>	<u>Actual 12 Months 2013-14</u>	<u>Budgeted 2014-15</u>	<u>Actual 6 Months 2014-15</u>	<u>Estimated 2014-15</u>	<u>Variance Over(Under) Budget 2014-15</u>	<u>Projected 2015-16</u>	<u>Variance Over(Under) Estimated 2014-15</u>
Fire Service Contract	205,445	225,000	125,046	225,000	0	225,000	0
Misc. Revenue from Other Agencies	177,253	125,000	119,692	175,000	50,000	200,000	25,000
Other Agency Revenue	43,500	25,000	0	1,500	(23,500)	1,500	0
<b>REVENUE FR. OTHER AGENCIES</b>	<b>426,198</b>	<b>375,000</b>	<b>244,738</b>	<b>401,500</b>	<b>26,500</b>	<b>426,500</b>	<b>25,000</b>
Dog Pound Fees	2,950	3,000	805	2,750	(250)	2,750	0
Lot Cleaning/Mowing Fees	4,071	4,500	1,808	4,000	(500)	4,000	0
Ambulance Fees	689,581	680,000	350,940	690,000	10,000	700,000	10,000
Street Cut Charges	56,088	45,000	73,597	110,000	65,000	75,000	(35,000)
Misc. Service Charges	0	0	0	0	0	0	0
<b>CITIZEN SERVICES</b>	<b>752,691</b>	<b>732,500</b>	<b>427,149</b>	<b>806,750</b>	<b>74,250</b>	<b>781,750</b>	<b>(25,000)</b>
Park Lease Fees	17,745	17,000	7,120	15,000	(2,000)	17,000	2,000
Park Usage Fees	39,571	38,500	24,952	26,000	(12,500)	38,500	12,500
<b>RECREATION SERVICES</b>	<b>57,316</b>	<b>55,500</b>	<b>32,072</b>	<b>41,000</b>	<b>(14,500)</b>	<b>55,500</b>	<b>14,500</b>
Tax Certificates	5,070	5,000	2,679	3,000	(2,000)	3,000	0
Maps, Copies, and Publications	(97)	0	132	225	225	225	0
Trash Bags	4,804	0	3,575	0	0	0	0
Salvage	802	500	1,177	1,325	825	2,000	675
Equipment	0	500	0	0	(500)	0	0
Cemetery Lots	500	0	50	100	100	0	(100)
Vehicles	0	5,000	0	5,000	0	5,000	0
Misc. Sale of Goods	2,405	2,500	1,303	2,500	0	2,500	0
<b>SALE OF GOODS</b>	<b>13,485</b>	<b>13,500</b>	<b>8,916</b>	<b>12,150</b>	<b>(1,350)</b>	<b>12,725</b>	<b>575</b>
<b>CHARGES FOR CURRENT SERVICES</b>	<b>823,492</b>	<b>801,500</b>	<b>468,137</b>	<b>859,900</b>	<b>58,400</b>	<b>849,975</b>	<b>(9,925)</b>

GENERAL FUND AND DEBT SERVICE FUND  
REVENUES BY SOURCE  
AUGUST 2015

<u>Account Description</u>	<u>Actual 12 Months 2013-14</u>	<u>Budgeted 2014-15</u>	<u>Actual 6 Months 2014-15</u>	<u>Estimated 2014-15</u>	<u>Variance Over(Under) Budget 2014-15</u>	<u>Projected 2015-16</u>	<u>Variance Over(Under) Estimated 2014-15</u>
Insurance Refunds - Retiree	755	0	845	0	0	0	0
Insurance Refunds	10,161	12,000	37,878	70,000	58,000	12,000	(58,000)
Credit Card Fee	2,767	3,000	2,218	2,500	(500)	3,000	500
Miscellaneous Revenue	58,845	10,000	10,910	5,000	(5,000)	5,000	0
<b>OTHER REVENUE</b>	<b>72,528</b>	<b>25,000</b>	<b>51,851</b>	<b>77,500</b>	<b>52,500</b>	<b>20,000</b>	<b>(57,500)</b>
<b>TRANSFERS -IN</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b><u>16,376,736</u></b>	<b><u>16,037,927</u></b>	<b><u>13,115,663</u></b>	<b><u>16,408,245</u></b>	<b><u>370,318</u></b>	<b><u>16,663,043</u></b>	<b><u>254,798</u></b>
<b>DEBT SERVICE FUND</b>							
Current Ad Valorem Taxes	234,739	325,098	299,210	325,100	2	422,558	97,458
Current Penalty and Interest	1,972	500	528	1,000	500	1,000	0
Delinquent Ad Valorem Taxes	1,090	1,000	4,397	5,000	4,000	2,500	(2,500)
Delinquent Penalty and Interest	2,253	300	350	500	200	500	0
<b>AD VALOREM TAXES</b>	<b>240,054</b>	<b>326,898</b>	<b>304,484</b>	<b>331,600</b>	<b>4,702</b>	<b>426,558</b>	<b>94,958</b>
Interest on Investments	0	0	0	0	0	0	0
<b>USE OF MONEY &amp; PROPERTY</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Transfers	960,316	505,837	0	505,837	0	502,631	(3,206)
Issuance of Refunding Debt	2,576,226	0	0	0	0	0	0
<b>Other Revenue</b>	<b>3,536,542</b>	<b>505,837</b>	<b>0</b>	<b>505,837</b>	<b>0</b>	<b>502,631</b>	<b>(3,206)</b>
<b>TOTAL REVENUES</b>	<b>3,776,596</b>	<b>832,735</b>	<b>304,484</b>	<b>837,437</b>	<b>4,702</b>	<b>929,189</b>	<b>91,752</b>
<b>TOTAL REVENUES AND TRANSFERS</b>	<b><u>20,153,332</u></b>	<b><u>16,870,662</u></b>	<b><u>13,420,147</u></b>	<b><u>17,245,682</u></b>	<b><u>375,020</u></b>	<b><u>17,592,232</u></b>	<b><u>346,550</u></b>

# **SECTION FOUR EXPENDITURES**



## **SECTION FOUR EXPENDITURES**

A table is provided to summarize expenditures for the General Fund and Debt Service Fund. Expenditures are summarized for each Activity at five different levels: personal services, supplies and materials, contractual services, repair and maintenance, and capital outlay. Expenditure data is provided on an actual basis for 2013-14; on an amended budget, six month actual, and twelve month estimate basis for 2014-15; on a base budget, decision package, department request (base budget plus decision packages total), and City Manager proposed for 2015-16. The chart also summarizes the changes made by the City Manager to the department requests.

### **GENERAL FUND**

Department Requests for the 2015-16 Proposed Budget total \$17,493,993. Base Budget requests total \$16,096,357 and Decision Packages totaled \$1,397,636. The City Manager reviewed the Department Requests and made adjustments in funding levels. The City Manager's revisions resulted in a net decrease of \$1,029 in funds and a revised total for the General Fund of \$17,492,964. The Proposed Budget includes two transfers from General Fund reserves: \$550,000 to the Capital Projects Fund Animal Shelter Account and \$250,000 to the Capital Asset Replacement Account.

### **DEBT SERVICE FUND**

Debt Service expenditures for 2015-16 are \$936,948 or \$32,127 under the 2014-15 estimate of \$969,075. Costs for the certificates of obligation issued in 2005, 2012, and 2014 for the TIF Fund are not included as expenditures in the Debt Service Fund; these expenses are included in the TIF Fund. Certificates of obligation issued in 2007 for drainage projects are included in the Storm Water Utility Fund.

Included in the 2015-16 payments are bonds for the capital improvement projects approved by voters, general obligation bonds sold in 2002 and re-financed in 2011, general obligation bonds sold in 2004 and re-financed in 2012, general obligation bonds refinanced in 2013, and agent fees for the City's bond consultant. Interest expenses decrease by \$33,866 in 2015-16 due to an adjustment of the interest rate for bonds; this increase is included in the Proposed Budget.

### **Changes to Department Requests by City Manager**

A table is included that lists the changes made by the City Manager to the Department Requests. This table is provided after the Expenditure Summary. These changes are also summarized on the Activity Summaries provided for each activity.

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>GENERAL GOVERNMENT</b>										
<b>City Council</b>										
Personal Services	8,664	9,047	3,933	8,928	(119)	9,128	0	9,128	9,128	0
Supplies & Materials	42	300	246	300	0	300	0	300	300	0
Contractual Services	12,007	10,350	4,591	10,350	0	10,350	0	10,350	10,350	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>20,713</b>	<b>19,697</b>	<b>8,771</b>	<b>19,578</b>	<b>(119)</b>	<b>19,778</b>	<b>0</b>	<b>19,778</b>	<b>19,778</b>	<b>0</b>
<b>City Manager</b>										
Personal Services	387,782	404,519	189,854	383,282	(21,237)	371,953	0	371,953	381,238	9,285
Supplies & Materials	7	300	0	300	0	300	0	300	300	0
Contractual Services	12,297	10,075	4,551	9,850	(225)	9,850	0	9,850	9,850	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>400,086</b>	<b>414,894</b>	<b>194,405</b>	<b>393,432</b>	<b>(21,462)</b>	<b>382,103</b>	<b>0</b>	<b>382,103</b>	<b>391,388</b>	<b>9,285</b>
<b>City Secretary</b>										
Personal Services	317,414	340,915	160,239	335,915	(5,000)	344,176	0	344,176	351,781	7,605
Supplies & Materials	924	1,300	846	1,300	0	1,600	0	1,600	1,600	0
Contractual Services	37,200	66,815	10,109	59,015	(7,800)	67,515	0	67,515	67,515	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>355,538</b>	<b>409,030</b>	<b>171,194</b>	<b>396,230</b>	<b>(12,800)</b>	<b>413,291</b>	<b>0</b>	<b>413,291</b>	<b>420,896</b>	<b>7,605</b>
<b>Non-Departmental</b>										
Personal Services	21,936	16,795	10,712	22,045	5,250	22,045	0	22,045	22,045	0
Supplies & Materials	25,172	24,000	14,422	26,225	2,225	25,750	0	25,750	25,750	0
Contractual Services	1,110,632	1,027,952	192,775	1,026,346	(1,606)	1,045,375	0	1,045,375	1,061,719	16,344
Repair & Maintenance	1,399	1,600	2,435	1,548	(52)	1,000	0	1,000	1,000	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,159,139</b>	<b>1,070,347</b>	<b>220,344</b>	<b>1,076,164</b>	<b>5,817</b>	<b>1,094,170</b>	<b>0</b>	<b>1,094,170</b>	<b>1,110,514</b>	<b>16,344</b>
<b>GENERAL GOVERNMENT</b>										
Personal Services	735,796	771,276	364,738	750,170	(21,106)	747,302	0	747,302	764,192	16,890
Supplies & Materials	26,145	25,900	15,514	28,125	2,225	27,950	0	27,950	27,950	0
Contractual Services	1,172,136	1,115,192	212,026	1,105,561	(9,631)	1,133,090	0	1,133,090	1,149,434	16,344
Repair & Maintenance	1,399	1,600	2,435	1,548	(52)	1,000	0	1,000	1,000	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>1,935,476</b>	<b>1,913,968</b>	<b>594,713</b>	<b>1,885,404</b>	<b>(28,564)</b>	<b>1,909,342</b>	<b>0</b>	<b>1,909,342</b>	<b>1,942,576</b>	<b>33,234</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>STAFF SERVICES</b>										
<b>Finance</b>										
Personal Services	378,467	372,757	172,900	360,055	(12,702)	375,252	0	375,252	384,656	9,404
Supplies & Materials	1,473	2,000	356	2,000	0	2,000	0	2,000	2,000	0
Contractual Services	113,148	111,420	84,509	115,420	4,000	120,170	0	120,170	120,170	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>493,088</b>	<b>486,177</b>	<b>257,765</b>	<b>477,475</b>	<b>(8,702)</b>	<b>497,422</b>	<b>0</b>	<b>497,422</b>	<b>506,826</b>	<b>9,404</b>
<b>Information Technology</b>										
Personal Services	172,457	177,767	82,764	175,767	(2,000)	178,587	0	178,587	182,163	3,576
Supplies & Materials	166,399	227,268	147,923	219,100	(8,168)	175,511	78,735	254,246	205,611	(48,635)
Contractual Services	29,911	37,800	11,124	33,350	(4,450)	37,550	15,000	52,550	34,850	(17,700)
Repair & Maintenance	16,329	15,000	7,632	15,264	264	15,500	0	15,500	15,500	0
Capital Outlay	0	0	0	0	0	0	24,500	24,500	24,500	0
<b>Total</b>	<b>385,097</b>	<b>457,835</b>	<b>249,444</b>	<b>443,481</b>	<b>(14,354)</b>	<b>407,148</b>	<b>118,235</b>	<b>525,383</b>	<b>462,624</b>	<b>(62,759)</b>
<b>Personnel</b>										
Personal Services	0	0	0	0	0	0	0	0	0	0
Supplies & Materials	561	700	410	700	0	800	2,800	3,600	3,400	(200)
Contractual Services	43,698	40,950	28,231	48,450	7,500	47,150	0	47,150	45,900	(1,250)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>44,258</b>	<b>41,650</b>	<b>28,640</b>	<b>49,150</b>	<b>7,500</b>	<b>47,950</b>	<b>2,800</b>	<b>50,750</b>	<b>49,300</b>	<b>(1,450)</b>
<b>STAFF SERVICES</b>										
Personal Services	550,924	550,524	255,664	535,822	(14,702)	553,839	0	553,839	566,819	12,980
Supplies & Materials	168,433	229,968	148,689	221,800	(8,168)	178,311	81,535	259,846	211,011	(48,835)
Contractual Services	186,757	190,170	123,864	197,220	7,050	204,870	15,000	219,870	200,920	(18,950)
Repair & Maintenance	16,329	15,000	7,632	15,264	264	15,500	0	15,500	15,500	0
Capital Outlay	0	0	0	0	0	0	24,500	24,500	24,500	0
<b>Total</b>	<b>922,443</b>	<b>985,662</b>	<b>535,849</b>	<b>970,106</b>	<b>(15,556)</b>	<b>952,520</b>	<b>121,035</b>	<b>1,073,555</b>	<b>1,018,750</b>	<b>(54,805)</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>PUBLIC SAFETY</b>										
<b>Police Management Services</b>										
Personal Services	293,595	301,953	144,282	298,952	(3,001)	308,337	0	308,337	316,110	7,773
Supplies & Materials	492	500	114	500	0	500	0	500	500	0
Contractual Services	7,736	7,700	3,723	7,525	(175)	7,700	0	7,700	7,525	(175)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>301,823</b>	<b>310,153</b>	<b>148,119</b>	<b>306,977</b>	<b>(3,176)</b>	<b>316,537</b>	<b>0</b>	<b>316,537</b>	<b>324,135</b>	<b>7,598</b>
<b>Communications Records</b>										
Personal Services	687,104	825,078	361,199	740,214	(84,864)	690,336	69,215	759,551	768,617	9,066
Supplies & Materials	6,386	7,900	3,957	7,900	0	7,900	0	7,900	7,900	0
Contractual Services	53,166	54,367	25,008	54,340	(27)	58,840	0	58,840	56,340	(2,500)
Repair & Maintenance	7,119	3,200	0	3,200	0	3,200	3,500	6,700	2,700	(4,000)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>753,775</b>	<b>890,545</b>	<b>390,163</b>	<b>805,654</b>	<b>(84,891)</b>	<b>760,276</b>	<b>72,715</b>	<b>832,991</b>	<b>835,557</b>	<b>2,566</b>
<b>Patrol</b>										
Personal Services	3,199,883	3,467,321	1,656,504	3,413,271	(54,050)	3,396,443	0	3,396,443	3,463,890	67,447
Supplies & Materials	147,687	159,800	37,791	112,800	(47,000)	152,870	6,000	158,870	152,070	(6,800)
Contractual Services	17,785	18,100	8,661	21,850	3,750	19,200	0	19,200	18,850	(350)
Repair & Maintenance	57,476	33,884	15,413	37,000	3,116	42,500	0	42,500	38,500	(4,000)
Capital Outlay	150,378	150,233	123,380	123,380	(26,853)	185,000	0	185,000	185,000	0
<b>Total</b>	<b>3,573,209</b>	<b>3,829,338</b>	<b>1,841,749</b>	<b>3,708,301</b>	<b>(121,037)</b>	<b>3,796,013</b>	<b>6,000</b>	<b>3,802,013</b>	<b>3,858,310</b>	<b>56,297</b>
<b>Criminal Investigation</b>										
Personal Services	628,262	704,660	280,678	623,546	(81,114)	965,369	0	965,369	978,737	13,368
Supplies & Materials	12,076	17,850	4,314	11,300	(6,550)	11,900	5,700	17,600	11,900	(5,700)
Contractual Services	19,105	15,900	9,035	24,200	8,300	19,850	0	19,850	18,200	(1,650)
Repair & Maintenance	4,737	4,200	2,770	5,700	1,500	4,200	0	4,200	4,200	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>664,181</b>	<b>742,610</b>	<b>296,798</b>	<b>664,746</b>	<b>(77,864)</b>	<b>1,001,319</b>	<b>5,700</b>	<b>1,007,019</b>	<b>1,013,037</b>	<b>6,018</b>
<b>Crime Prevention</b>										
Personal Services	123,744	108,817	51,957	108,977	160	109,716	0	109,716	112,140	2,424
Supplies & Materials	(2,133)	700	196	700	0	700	0	700	700	0
Contractual Services	233	950	35	950	0	950	0	950	950	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>121,844</b>	<b>110,467</b>	<b>52,189</b>	<b>110,627</b>	<b>160</b>	<b>111,366</b>	<b>0</b>	<b>111,366</b>	<b>113,790</b>	<b>2,424</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>School Safety</b>										
Personal Services	26,357	28,873	13,961	28,873	0	28,873	0	28,873	28,873	0
Supplies & Materials	0	200	0	200	0	200	0	200	200	0
Contractual Services	0	0	0	0	0	0	0	0	0	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>26,357</b>	<b>29,073</b>	<b>13,961</b>	<b>29,073</b>	<b>0</b>	<b>29,073</b>	<b>0</b>	<b>29,073</b>	<b>29,073</b>	<b>0</b>
<b>Animal Control</b>										
Personal Services	83,817	100,277	44,836	98,264	(2,013)	104,250	0	104,250	105,221	971
Supplies & Materials	4,365	5,925	1,384	4,325	(1,600)	4,925	0	4,925	4,925	0
Contractual Services	6,357	7,275	2,652	6,775	(500)	7,575	0	7,575	7,075	(500)
Repair & Maintenance	1,301	2,600	1,976	3,200	600	2,600	0	2,600	2,500	(100)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>95,840</b>	<b>116,077</b>	<b>50,849</b>	<b>112,564</b>	<b>(3,513)</b>	<b>119,350</b>	<b>0</b>	<b>119,350</b>	<b>119,721</b>	<b>371</b>
<b>POLICE</b>										
Personal Services	5,042,762	5,536,979	2,553,417	5,312,097	(224,882)	5,603,324	69,215	5,672,539	5,773,588	101,049
Supplies & Materials	168,873	192,875	47,756	137,725	(55,150)	178,995	11,700	190,695	178,195	(12,500)
Contractual Services	104,382	104,292	49,114	115,640	11,348	114,115	0	114,115	108,940	(5,175)
Repair & Maintenance	70,633	43,884	20,160	49,100	5,216	52,500	3,500	56,000	47,900	(8,100)
Capital Outlay	150,378	150,233	123,380	123,380	(26,853)	185,000	0	185,000	185,000	0
<b>Total</b>	<b>5,537,029</b>	<b>6,028,263</b>	<b>2,793,827</b>	<b>5,737,942</b>	<b>(290,321)</b>	<b>6,133,934</b>	<b>84,415</b>	<b>6,218,349</b>	<b>6,293,623</b>	<b>75,274</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>Fire Fighting</b>										
Personal Services	2,083,570	2,384,528	1,065,070	2,277,407	(107,121)	2,450,965	644,066	3,095,031	2,738,994	(356,037)
Supplies & Materials	88,619	84,000	59,705	81,255	(2,745)	83,400	7,600	91,000	89,000	(2,000)
Contractual Services	56,878	58,350	24,042	56,700	(1,650)	60,950	0	60,950	59,100	(1,850)
Repair & Maintenance	78,801	63,500	29,922	63,500	0	71,500	0	71,500	66,500	(5,000)
Capital Outlay	0	534,120	0	534,120	0	0	0	0	0	0
<b>Total</b>	<b>2,307,869</b>	<b>3,124,498</b>	<b>1,178,739</b>	<b>3,012,982</b>	<b>(111,516)</b>	<b>2,666,815</b>	<b>651,666</b>	<b>3,318,481</b>	<b>2,953,594</b>	<b>(364,887)</b>
<b>Ambulance</b>										
Personal Services	0	0	0	0	0	0	0	0	0	0
Supplies & Materials	62,340	81,500	46,436	79,500	(2,000)	79,300	0	79,300	79,300	0
Contractual Services	9,288	14,900	6,236	13,650	(1,250)	14,150	0	14,150	13,700	(450)
Repair & Maintenance	19,912	21,500	10,639	21,500	0	21,500	0	21,500	21,500	0
Capital Outlay	0	106,000	158,998	108,998	2,998	0	248,000	248,000	0	(248,000)
<b>Total</b>	<b>91,539</b>	<b>223,900</b>	<b>222,309</b>	<b>223,648</b>	<b>(252)</b>	<b>114,950</b>	<b>248,000</b>	<b>362,950</b>	<b>114,500</b>	<b>(248,450)</b>
<b>FIRE</b>										
Personal Services	2,083,570	2,384,528	1,065,070	2,277,407	(107,121)	2,450,965	644,066	3,095,031	2,738,994	(356,037)
Supplies & Materials	150,959	165,500	106,141	160,755	(4,745)	162,700	7,600	170,300	168,300	(2,000)
Contractual Services	66,166	73,250	30,278	70,350	(2,900)	75,100	0	75,100	72,800	(2,300)
Repair & Maintenance	98,713	85,000	40,561	85,000	0	93,000	0	93,000	88,000	(5,000)
Capital Outlay	0	640,120	158,998	643,118	2,998	0	248,000	248,000	0	(248,000)
<b>Total</b>	<b>2,399,408</b>	<b>3,348,398</b>	<b>1,401,048</b>	<b>3,236,630</b>	<b>(111,768)</b>	<b>2,781,765</b>	<b>899,666</b>	<b>3,681,431</b>	<b>3,068,094</b>	<b>(613,337)</b>
<b>Municipal Court</b>										
Personal Services	206,228	209,466	100,917	208,691	(775)	187,027	0	187,027	189,940	2,913
Supplies & Materials	1,655	1,200	555	1,200	0	1,200	0	1,200	1,200	0
Contractual Services	2,273	3,500	1,144	4,090	590	4,400	0	4,400	4,400	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>210,157</b>	<b>214,166</b>	<b>102,616</b>	<b>213,981</b>	<b>(185)</b>	<b>192,627</b>	<b>0</b>	<b>192,627</b>	<b>195,540</b>	<b>2,913</b>
<b>Code Compliance</b>										
Personal Services	85,450	87,487	41,632	86,487	(1,000)	88,434	0	88,434	90,469	2,035
Supplies & Materials	1,801	2,350	610	1,350	(1,000)	1,350	0	1,350	1,350	0
Contractual Services	5,993	5,850	538	4,850	(1,000)	4,850	0	4,850	4,800	(50)
Repair & Maintenance	519	250	105	250	0	415	0	415	415	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>93,762</b>	<b>95,937</b>	<b>42,884</b>	<b>92,937</b>	<b>(3,000)</b>	<b>95,049</b>	<b>0</b>	<b>95,049</b>	<b>97,034</b>	<b>1,985</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>PUBLIC SAFETY</b>										
Personal Services	7,418,010	8,218,460	3,761,036	7,884,682	(333,778)	8,329,750	713,281	9,043,031	8,792,991	(250,040)
Supplies & Materials	323,288	361,925	155,061	301,030	(60,895)	344,245	19,300	363,545	349,045	(14,500)
Contractual Services	178,814	186,892	81,074	194,930	8,038	198,465	0	198,465	190,940	(7,525)
Repair & Maintenance	169,865	129,134	60,826	134,350	5,216	145,915	3,500	149,415	136,315	(13,100)
Capital Outlay	150,378	790,353	282,378	766,498	(23,855)	185,000	248,000	433,000	185,000	(248,000)
<b>Total</b>	<b>8,240,355</b>	<b>9,686,764</b>	<b>4,340,375</b>	<b>9,281,490</b>	<b>(405,274)</b>	<b>9,203,375</b>	<b>984,081</b>	<b>10,187,456</b>	<b>9,654,291</b>	<b>(533,165)</b>
<b>PUBLIC SERVICES</b>										
<b>Management Services</b>										
Personal Services	149,513	154,085	81,798	152,585	(1,500)	177,986	0	177,986	182,709	4,723
Supplies & Materials	60	100	62	100	0	100	0	100	100	0
Contractual Services	7,093	6,630	2,973	6,723	93	24,677	0	24,677	24,377	(300)
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>156,666</b>	<b>160,815</b>	<b>84,833</b>	<b>159,408</b>	<b>(1,407)</b>	<b>202,763</b>	<b>0</b>	<b>202,763</b>	<b>207,186</b>	<b>4,423</b>
<b>Public Works - Street Maint.</b>										
Personal Services	645,281	690,856	330,495	680,851	(10,005)	704,027	0	704,027	719,650	15,623
Supplies & Materials	43,283	39,350	21,097	39,350	0	39,350	0	39,350	39,350	0
Contractual Services	235,260	242,117	99,617	240,617	(1,500)	246,950	0	246,950	238,350	(8,600)
Repair & Maintenance	299,974	385,200	68,505	385,200	0	387,150	0	387,150	383,150	(4,000)
Capital Outlay	49,070	0	0	0	0	0	19,000	19,000	0	(19,000)
<b>Total</b>	<b>1,272,868</b>	<b>1,357,523</b>	<b>519,714</b>	<b>1,346,018</b>	<b>(11,505)</b>	<b>1,377,477</b>	<b>19,000</b>	<b>1,396,477</b>	<b>1,380,500</b>	<b>(15,977)</b>
<b>Park Maintenance</b>										
Personal Services	620,759	671,395	294,137	659,175	(12,220)	687,454	0	687,454	702,777	15,323
Supplies & Materials	32,191	32,800	11,509	32,840	40	31,200	3,250	34,450	32,950	(1,500)
Contractual Services	101,981	112,103	37,671	112,103	0	120,038	20,000	140,038	112,510	(27,528)
Repair & Maintenance	40,347	43,200	25,074	43,200	0	45,300	0	45,300	44,550	(750)
Capital Outlay	0	89,860	90,730	90,730	870	0	39,400	39,400	0	(39,400)
<b>Total</b>	<b>795,278</b>	<b>949,358</b>	<b>459,121</b>	<b>938,048</b>	<b>(11,310)</b>	<b>883,992</b>	<b>62,650</b>	<b>946,642</b>	<b>892,787</b>	<b>(53,855)</b>

**CITY OF BENBROOK**  
**EXPENDITURE SUMMARY BY ACTIVITY**  
**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>Support Services- Fleet Maint.</b>										
Personal Services	170,352	185,129	85,191	180,099	(5,030)	193,930	0	193,930	198,076	4,146
Supplies & Materials	6,067	9,950	5,235	9,950	0	10,900	0	10,900	10,200	(700)
Contractual Services	12,503	12,625	6,006	12,625	0	13,925	0	13,925	12,575	(1,350)
Repair & Maintenance	4,156	4,440	957	4,440	0	4,440	0	4,440	4,350	(90)
Capital Outlay	0	7,650	7,138	7,138	(512)	0	0	0	0	0
<b>Total</b>	<b>193,077</b>	<b>219,794</b>	<b>104,527</b>	<b>214,252</b>	<b>(5,542)</b>	<b>223,195</b>	<b>0</b>	<b>223,195</b>	<b>225,201</b>	<b>2,006</b>
<b>Support Services - Building Maint.</b>										
Personal Services	140,833	161,860	75,261	156,814	(5,046)	165,877	0	165,877	169,499	3,622
Supplies & Materials	21,456	19,450	12,973	19,450	0	19,450	1,400	20,850	19,350	(1,500)
Contractual Services	32,312	32,290	13,533	32,290	0	35,200	68,000	103,200	42,600	(60,600)
Repair & Maintenance	24,359	58,500	40,914	58,500	0	25,500	122,470	147,970	25,500	(122,470)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>218,961</b>	<b>272,100</b>	<b>142,682</b>	<b>267,054</b>	<b>(5,046)</b>	<b>246,027</b>	<b>191,870</b>	<b>437,897</b>	<b>256,949</b>	<b>(180,948)</b>
<b>Engineering</b>										
Personal Services	245,067	254,412	120,760	249,431	(4,981)	256,067	0	256,067	262,513	6,446
Supplies & Materials	2,892	2,200	855	2,200	0	2,200	0	2,200	1,950	(250)
Contractual Services	12,316	21,975	500	21,975	0	22,115	0	22,115	17,005	(5,110)
Repair & Maintenance	1,592	500	0	500	0	500	0	500	500	0
Capital Outlay	0	0	0	0	0	0	19,000	19,000	0	(19,000)
<b>Total</b>	<b>261,867</b>	<b>279,087</b>	<b>122,115</b>	<b>274,106</b>	<b>(4,981)</b>	<b>280,882</b>	<b>19,000</b>	<b>299,882</b>	<b>281,968</b>	<b>(17,914)</b>
<b>PUBLIC SERVICES</b>										
Personal Services	1,971,805	2,117,737	987,642	2,078,955	(38,782)	2,185,341	0	2,185,341	2,235,224	49,883
Supplies & Materials	105,949	103,850	51,731	103,890	40	103,200	4,650	107,850	103,900	(3,950)
Contractual Services	401,465	427,740	160,300	426,333	(1,407)	462,905	88,000	550,905	447,417	(103,488)
Repair & Maintenance	370,428	491,840	135,450	491,840	0	462,890	122,470	585,360	458,050	(127,310)
Capital Outlay	49,070	97,510	97,868	97,868	358	0	77,400	77,400	0	(77,400)
<b>Total</b>	<b>2,898,717</b>	<b>3,238,677</b>	<b>1,432,992</b>	<b>3,198,886</b>	<b>(39,791)</b>	<b>3,214,336</b>	<b>292,520</b>	<b>3,506,856</b>	<b>3,244,591</b>	<b>(262,265)</b>
<b>COMMUNITY DEVELOPMENT</b>										
<b>Management Services</b>										
Personal Services	209,105	207,534	103,120	207,534	0	208,107	0	208,107	213,733	5,626
Supplies & Materials	2,327	2,000	657	1,500	(500)	1,500	0	1,500	1,500	0
Contractual Services	15,652	27,356	11,860	47,477	20,121	32,900	0	32,900	32,900	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>227,083</b>	<b>236,890</b>	<b>115,636</b>	<b>256,511</b>	<b>19,621</b>	<b>242,507</b>	<b>0</b>	<b>242,507</b>	<b>248,133</b>	<b>5,626</b>



**CITY OF BENBROOK**  
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**2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
<b>Planning</b>										
Personal Services	213,685	229,042	105,101	224,042	(5,000)	243,266	0	243,266	249,328	6,062
Supplies & Materials	528	1,000	69	1,000	0	1,000	0	1,000	1,000	0
Contractual Services	7,172	9,935	2,946	9,935	0	9,935	0	9,935	9,935	0
Repair & Maintenance	0	0	0	0	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>221,385</b>	<b>239,977</b>	<b>108,116</b>	<b>234,977</b>	<b>(5,000)</b>	<b>254,201</b>	<b>0</b>	<b>254,201</b>	<b>260,263</b>	<b>6,062</b>
<b>Inspections</b>										
Personal Services	281,526	297,632	144,116	294,950	(2,682)	304,894	0	304,894	312,128	7,234
Supplies & Materials	4,114	5,000	1,523	5,000	0	6,500	0	6,500	5,000	(1,500)
Contractual Services	6,756	6,182	2,271	5,807	(375)	6,682	0	6,682	6,032	(650)
Repair & Maintenance	669	1,000	411	1,000	0	2,000	0	2,000	1,200	(800)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>293,066</b>	<b>309,814</b>	<b>148,321</b>	<b>306,757</b>	<b>(3,057)</b>	<b>320,076</b>	<b>0</b>	<b>320,076</b>	<b>324,360</b>	<b>4,284</b>
<b>COMMUNITY DEVELOPMENT</b>										
Personal Services	704,316	734,208	352,337	726,526	(7,682)	756,267	0	756,267	775,189	18,922
Supplies & Materials	6,969	8,000	2,249	7,500	(500)	9,000	0	9,000	7,500	(1,500)
Contractual Services	29,580	43,473	17,077	63,219	19,746	49,517	0	49,517	48,867	(650)
Repair & Maintenance	669	1,000	411	1,000	0	2,000	0	2,000	1,200	(800)
Capital Outlay	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>741,534</b>	<b>786,681</b>	<b>372,073</b>	<b>798,245</b>	<b>11,564</b>	<b>816,784</b>	<b>0</b>	<b>816,784</b>	<b>832,756</b>	<b>15,972</b>
<b>YEAR-ENDING ADJUSTMENTS</b>										
Audit Adjustments	72,756	0	0	0	0	0	0	0	0	0
<b>YEAR-ENDING ADJUSTMENTS</b>	<b>72,756</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GENERAL FUND</b>										
Personal Services	11,380,851	12,392,205	5,721,417	11,976,155	(416,050)	12,572,499	713,281	13,285,780	13,134,415	(151,365)
Supplies & Materials	630,784	729,643	373,244	662,345	(67,298)	662,706	105,485	768,191	699,406	(68,785)
Contractual Services	1,968,751	1,963,467	594,340	1,987,263	23,796	2,048,847	103,000	2,151,847	2,037,578	(114,269)
Repair & Maintenance	558,690	638,574	206,754	644,002	5,428	627,305	125,970	753,275	612,065	(141,210)
Capital Outlay	199,448	887,863	380,246	864,366	(23,497)	185,000	349,900	534,900	209,500	(325,400)
Audit Adjustments	72,756	0	0	0	0	0	0	0	0	0
<b>SUB-TOTAL GENERAL FUND</b>	<b>14,811,280</b>	<b>16,611,752</b>	<b>7,276,001</b>	<b>16,134,131</b>	<b>(477,621)</b>	<b>16,096,357</b>	<b>1,397,636</b>	<b>17,493,993</b>	<b>16,692,964</b>	<b>(801,029)</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2015-16 PROPOSED BUDGET**

ACTIVITY	12 MONTHS BUDGET					BASE BUDGET	DECISION PKGS.	DEPT. REQUEST	CITY MANAGER	CHANGES FROM REQUEST
	ACTUAL	BUDGET	6 MONTHS	ESTIMATE	VERSUS					
	2013-14	2014-15	2014-15	2014-15	ESTIMATE	2015-16	2015-16	2015-16	2015-16	2015-16
<b>TRANSFERS</b>										
Transfer to Core Values Fund	1,700,000	100,000	0	100,000	0	0	0	0	0	0
Transfer to CAR Fund	0	200,000	0	200,000	0	0	0	0	550,000	550,000
Transfer to Capital Projects	0	0	0	0	0	0	0	0	250,000	250,000
<b>TRANSFERS</b>	<b>1,700,000</b>	<b>300,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>800,000</b>	<b>800,000</b>
<b>SPECIAL PROJECTS</b>										
Fire Station Expansion Project	0	0	0	0	0	0	0	0	0	0
South Benbrook Park	0	0	0	0	0	0	0	0	0	0
Benbrook Boulevard	0	0	0	0	0	0	0	0	0	0
<b>SPECIAL PROJECTS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>GENERAL FUND</b>										
Personal Services	11,380,851	12,392,205	5,721,417	11,976,155	(416,050)	12,572,499	713,281	13,285,780	13,134,415	(151,365)
Supplies & Materials	630,784	729,643	373,244	662,345	(67,298)	662,706	105,485	768,191	699,406	(68,785)
Contractual Services	1,968,751	1,963,467	594,340	1,987,263	23,796	2,048,847	103,000	2,151,847	2,037,578	(114,269)
Repair & Maintenance	558,690	638,574	206,754	644,002	5,428	627,305	125,970	753,275	612,065	(141,210)
Capital Outlay	199,448	887,863	380,246	864,366	(23,497)	185,000	349,900	534,900	209,500	(325,400)
Audit Adjustments	72,756	0	0	0	0	0	0	0	0	0
Transfers	1,700,000	300,000	0	300,000	0	0	0	0	800,000	800,000
Special Projects	0	0	0	0	0	0	0	0	0	0
<b>TOTAL GENERAL FUND</b>	<b>16,511,280</b>	<b>16,911,752</b>	<b>7,276,001</b>	<b>16,434,131</b>	<b>(477,621)</b>	<b>16,096,357</b>	<b>1,397,636</b>	<b>17,493,993</b>	<b>17,492,964</b>	<b>(1,029)</b>
<b>DEBT SERVICE FUND</b>										
<b>PRINCIPAL</b>										
GO Bonds - 2013 Series	0	205,000	0	205,000	0	210,000	0	210,000	210,000	0
GO Bonds - 2011 Refunding	135,000	145,000	0	145,000	0	150,000	0	150,000	150,000	0
GO Bonds - 2004 Series	175,000	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	395,000	405,000	0	405,000	0	420,000	0	420,000	420,000	0
Refunding	2,930,000	0	0	0	0	0	0	0	0	0
<b>TOTAL PRINCIPAL</b>	<b>3,635,000</b>	<b>755,000</b>	<b>0</b>	<b>755,000</b>	<b>0</b>	<b>780,000</b>	<b>0</b>	<b>780,000</b>	<b>780,000</b>	<b>0</b>

**CITY OF BENBROOK  
EXPENDITURE SUMMARY BY ACTIVITY  
2015-16 PROPOSED BUDGET**

ACTIVITY	ACTUAL 2013-14	BUDGET 2014-15	6 MONTHS 2014-15	12 MONTHS ESTIMATE 2014-15	BUDGET VERSUS ESTIMATE	BASE BUDGET 2015-16	DECISION PKGS. 2015-16	DEPT. REQUEST 2015-16	CITY MANAGER 2015-16	CHANGES FROM REQUEST 2015-16
INTEREST										
GO Bonds - 2013 Series	0	53,710	0	53,710	0	49,166	0	49,166	49,166	0
GO Bonds - 2011 Refunding	74,202	70,100	0	70,100	0	65,779	0	65,779	65,779	0
GO Bonds - 2004 Series	121,923	0	0	0	0	0	0	0	0	0
GO Bonds - 2005 Refunding	100,425	86,465	0	86,465	0	72,069	0	72,069	38,203	(33,866)
Refunding	18,217	0	0	0	0	0	0	0	0	0
Bond Issuance Cost	46,526	0	0	0	0	0	0	0	0	0
TOTAL INTEREST	361,293	210,275	0	210,275	0	187,014	0	187,014	153,148	(33,866)
Fiscal Charges	0	3,800	0	3,800	0	3,800	0	3,800	3,800	0
TOTAL DEBT SERVICE FUND	3,996,293	969,075	-	969,075	-	970,814	-	970,814	936,948	(33,866)
TOTAL BUDGET	20,507,573	17,880,827	7,276,001	17,403,206	(477,621)	17,067,171	1,397,636	18,464,807	18,429,912	(34,895)

<b>CITY OF BENBROOK</b>				
<b>2015-16 PROPOSED BUDGET</b>				
<b>SCHEDULE OF CHANGES MADE TO DEPARTMENT REQUEST</b>				
<b>AUGUST 2015</b>				
	<b>TOTAL EXPENDITURES - DEPARTMENT REQUEST</b>			<b>18,464,807</b>
<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>	<b>ACTIVITY TOTAL</b>	
Mayor and Council	No Changes	-	-	
City Manager	Salary adjustment and increase in fringe benefits	9,285	9,285	
City Secretary	Salary adjustment and increase in fringe benefits	7,605	7,605	
Non-Departmental	Adjustment of funds for TIF property tax payment	35,283		
	Payment of gas wells inspections from Public Services	(17,714)		
	Decrease in funds for natural gas for City buildings	(225)		
	Reduction in funds for electricity costs for City buildings	(1,000)	16,344	
Finance	Salary adjustment and increase in fringe benefits	9,404	9,404	
Information Technology	Salary adjustment and increase in fringe benefits	3,576		
	Decrease in funds for telephone costs	(200)		
	Reduction in funds for training expenses	(2,500)		
	Deferral of funds for Financial Software Consultant	(15,000)		
	Deferral of funds for mobile data terminals for Fire Department	(7,500)		
	Deferral of funds for Firehouse Mobile Software	(38,300)		
	Deferral of funds for Firehouse Scheduling Software	(1,335)		
	Deferral of funds for Firehouse Inspector Software	(1,500)	(62,759)	
Personnel	Decrease in funds for office supplies (electronic direct deposits)	(200)		
	Reduction in funds for professional services	(1,000)		
	Decrease in funds for printing services (payroll checks)	(250)	(1,450)	
Police - Management Services	Salary adjustment and increase in fringe benefits	7,773		
	Decrease in funds for telephone costs	(175)	7,598	
Police - Communications/Records	Salary adjustment and increase in fringe benefits	16,695		
	Adjustment of funds for overtime and associated fringe benefits	(7,629)		
	Decrease in funds for natural gas for Police building	(2,000)		
	Reduction in funds for water and sewer services	(500)		
	Decrease in funds for office equipment repair and maintenance	(500)		
	Funding of Records Section window upgrade in 2014-15	(3,500)	2,566	

Police - Patrol	Salary adjustment and increase in fringe benefits	76,855	
	Adjustment of funds for overtime and associated fringe benefits	(9,408)	
	Reduction in funds for office supplies	(800)	
	Funding of ten hand guns through Narcotics account	(6,000)	
	Decrease in funds for telephone costs	(350)	
	Reduction in funds for vehicle maintenance	(3,000)	
	Decrease in funds for radio equipment maintenance	(1,000)	56,297
Police - C.I.S.	Salary adjustment and increase in fringe benefits	22,416	
	Adjustment of funds for overtime and associated fringe benefits	(9,048)	
	Funding of ballistic vests through Narcotics account	(5,700)	
	Decrease in funds for telephone costs	(1,150)	
	Reduction in funds for professional services	(500)	6,018
Police - Crime Prevention	Salary adjustment and increase in fringe benefits	2,424	2,424
Police School Safety	No changes	-	-
Police - Animal Control	Salary adjustment and increase in fringe benefits	1,662	
	Decrease in funds for overtime	(691)	
	Reduction in funds for electricity costs for Animal Shelter	(500)	
	Decrease in funds for telephone services	(100)	371
Fire	Salary adjustment and increase in fringe benefits	51,419	
	Elimination of six ACFSU part-time positions	(76,800)	
	Adjustment of funds for overtime and associated fringe benefits	(65,909)	
	Deferral of decision package for addition of three full-time Firefighter/	(264,747)	
	Decrease in funds for miscellaneous supplies	(1,000)	
	Reduction in funds for minor equipment	(1,000)	
	Decrease in funds for natural gas for Fire Station	(150)	
	Reduction in funds for water and sewer services	(600)	
	Decrease in funds for telephone services	(1,000)	
	Reduction in funds for cable television services	(100)	
	Decrease in funds for radio equipment maintenance	(3,000)	
	Decrease in funds for office equipment repair and maintenance	(2,000)	(364,887)
Ambulance	Reduction in funds for printing services	(350)	
	Decrease in funds for telephone services	(100)	
	Funding of ambulance through Capital Asset Replacement Account	(124,000)	
	Deferral of ambulance replacement until 2016-17	(124,000)	(248,450)
Municipal Court	Salary adjustment and increase in fringe benefits	2,913	2,913

Code Compliance	Salary adjustment and increase in fringe benefits	2,035		
	Decrease in funds for telephone services	(50)	1,985	
Public Services	Salary adjustment and increase in fringe benefits	4,723		
	Decrease in funds for telephone services	(300)	4,423	
Street Maintenance	Salary adjustment and increase in fringe benefits	15,623		
	Decrease in funds for professional services	(500)		
	Reduction in funds for electricity costs	(10,000)		
	Decrease in funds for telephone services	(100)		
	Increase in funds for equipment rental	2,000		
	Decrease in funds for vehicle maintenance and repair	(1,500)		
	Reduction in funds for street sign maintenance	(2,500)		
	Funding of replacement truck from Capital Asset Replacement Account	(19,000)	(15,977)	
Parks Maintenance	Salary adjustment and increase in fringe benefits	15,323		
	Decrease in funds for minor equipment	(1,500)		
	Continuation of current mowing contract terms and conditions	(20,000)		
	Reduction in funds for electricity costs	(5,203)		
	Reduction in funds for water and sewer services	(1,900)		
	Decrease in funds for telephone services	(425)		
	Decrease in funds for vehicle maintenance and repair	(500)		
	Decrease in funds for parks and grounds maintenance	(250)		
	Funding of replacement truck from Capital Asset Replacement Account	(19,000)		
	Funding of replacement mower from Capital Asset Replacement Account	(10,500)		
	Deferral of purchase of utility vehicle	(9,900)	(53,855)	
Fleet Maintenance	Salary adjustment and increase in fringe benefits	4,146		
	Decrease in funds for minor equipment	(700)		
	Reduction in funds for professional services	(250)		
	Adjustment of funds for electricity costs	(800)		
	Decrease in funds for water and sewer services	(200)		
	Additional funds for telephone costs	(100)		
	Decrease in funds for radio equipment maintenance	(90)	2,006	
Building Maintenance	Salary adjustment and increase in fringe benefits	3,622		
	Decrease in funds for office supplies	(100)		
	Purchase of propane tank for City Hall generator in 2014-15	(1,400)		
	Deletion of funds for City Hall HVAC study	(10,000)		
	Deferral of roof replacement for Community Building (Lion's Club)	(30,000)		
	Deferral of City Hall entrance improvements	(16,758)		
	Deferral of lighting replacement for City Hall parking and entrance	(46,000)		
	Adjustment of funds for electricity costs	(2,500)		
	Decrease in funds for water and sewer services	(100)		
	Deferral of City Hall carpet replacement	(45,112)		
	Deferral of City Hall ceiling tile replacement	(9,500)		
	Deferral of re-painting portions of City Hall and Senior Center exterior	(15,100)		
	Deferral of City Hall curtain replacement	(6,000)		
	Completion of City Hall Soffit Light Evaluation in 2014-15	(2,000)	(180,948)	
Engineering	Salary adjustment and increase in fringe benefits	6,446		
	Decrease in funds for office supplies	(100)		
	Reduction in funds for vehicle supplies	(150)		
	Decrease in funds for telephone costs	(110)		
	Reduction in funds for engineering services	(5,000)		
	Funding of replacement truck from Capital Asset Replacement Account	(19,000)	(17,914)	
Community Development	Salary adjustment and increase in fringe benefits	5,626	5,626	
Planning and Zoning	Salary adjustment and increase in fringe benefits	6,062	6,062	
Inspections	Salary adjustment and increase in fringe benefits	7,234		
	Decrease in funds for office supplies	(1,000)		
	Reduction in funds for fuel and vehicle supplies	(500)		
	Decrease in funds for telephone costs	(650)		
	Reduction in funds for vehicle maintenance	(800)	4,284	
Transfers	Transfer to Capital Asset Replacement Fund	250,000		
	Transfer to Animal Shelter Account/Capital Projects Fund	550,000	800,000	
Special Projects	No Changes	-	-	
Debt Service	Decrease in interest payment for GO bonds refinanced in 2015	(33,866)	(33,866)	
			(34,895)	
<b>TOTAL CHANGES</b>				
				<b>18,429,912</b>
	<b>TOTAL EXPENDITURES - PROPOSED BUDGET</b>			

# **SECTION FIVE ACTIVITY SUMMARIES**

## **SECTION FIVE ACTIVITY SUMMARIES**

The Activity Summary forms, provided for each General Fund Activity, summarize expenditures and positions on an actual basis for 2013-14; on a budget, actual six-month, and estimated twelve-month basis for 2014-15; and on a base budget, decision package, and total request basis for 2015-16. The 2015-16 Proposed Budget recommendations are also summarized at this level of detail as well as a reconciliation of the Proposed Budget changes from the Department's Total Request (base budget plus decision packages). The box in the bottom right of the form lists all decision packages and classifies each package in two categories: (1) Funded and (2) Not Funded.



## ACTIVITY SUMMARY

## PROPOSED BUDGET

**GENERAL GOVERNMENT**

**CITY COUNCIL**

**CITY COUNCIL**

**01-11-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	8,664	9,047	3,933	8,928	9,128	0	9,128	9,128	0
5100	Supplies & Materials	42	300	246	300	300	0	300	300	0
5200	Contractual Services	12,007	10,350	4,591	10,350	10,350	0	10,350	10,350	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		20,713	19,697	8,771	19,578	19,778	0	19,778	19,778	0

<b>BUDGETED POSITIONS</b>	7	7	7	7	7	0	7	7	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
None	0
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>0</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****GENERAL GOVERNMENT****CITY MANAGER****CITY MANAGER****01-12-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	387,782	404,519	189,854	383,282	371,953	0	371,953	381,238	9,285
5100	Supplies & Materials	7	300	0	300	300	0	300	300	0
5200	Contractual Services	12,297	10,075	4,551	9,850	9,850	0	9,850	9,850	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		400,086	414,894	194,405	393,432	382,103	0	382,103	391,388	9,285

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0.00	2.00	2.00	0.00
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**EXPLANATION OF CHANGES FROM REQUEST**

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for City Manager and Management Analyst	9,285
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>9,285</b>

**SUMMARY OF DECISION PACKAGES**

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## ACTIVITY SUMMARY

## PROPOSED BUDGET

**GENERAL GOVERNMENT**

**CITY SECRETARY**

**CITY SECRETARY**

**01-13-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	317,414	340,915	160,239	335,915	344,176	0	344,176	351,781	7,605
5100	Supplies & Materials	924	1,300	846	1,300	1,600	0	1,600	1,600	0
5200	Contractual Services	37,200	66,815	10,109	59,015	67,515	0	67,515	67,515	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		355,538	409,030	171,194	396,230	413,291	0	413,291	420,896	7,605

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for City Secretary Employees	7,605
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>7,605</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

**GENERAL GOVERNMENT**

**NON-DEPARTMENTAL**

**NON-DEPARTMENTAL**

**01-15-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	21,936	16,795	10,712	22,045	22,045	0	22,045	22,045	0
5100	Supplies & Materials	25,172	24,000	14,422	26,225	25,750	0	25,750	25,750	0
5200	Contractual Services	1,110,632	1,027,952	192,775	1,026,346	1,045,375	0	1,045,375	1,061,719	16,344
5300	Repair & Maintenance	1,399	1,600	2,435	1,548	1,000	0	1,000	1,000	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		1,159,139	1,070,347	220,344	1,076,164	1,094,170	0	1,094,170	1,110,514	16,344

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0	0
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## EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Adjustment of TIF Property Tax Payment	35,283
Payment of Gas Well Inspections from Public Services	(17,714)
Decrease in Funds for Natural Gas for City Buildings	(225)
Reduction in Funds for Electricity for City Buildings	(1,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>16,344</b>

## SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## ACTIVITY SUMMARY

## PROPOSED BUDGET

### STAFF SERVICES

### FINANCE

### FINANCE

01-21-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	378,467	372,757	172,900	360,055	375,252	0	375,252	384,656	9,404
5100	Supplies & Materials	1,473	2,000	356	2,000	2,000	0	2,000	2,000	0
5200	Contractual Services	113,148	111,420	84,509	115,420	120,170	0	120,170	120,170	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		493,088	486,177	257,765	477,475	497,422	0	497,422	506,826	9,404

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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#### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Finance Department Employees	9,404
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>9,404</b>

#### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## ACTIVITY SUMMARY

## PROPOSED BUDGET

### STAFF SERVICES

### INFORMATION TECHNOLOGY

### INFORMATION TECHNOLOGY

01-23-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	172,457	177,767	82,764	175,767	178,587	0	178,587	182,163	3,576
5100	Supplies & Materials	166,399	227,268	147,923	219,100	175,511	78,735	254,246	205,611	(48,635)
5200	Contractual Services	29,911	37,800	11,124	33,350	37,550	15,000	52,550	34,850	(17,700)
5300	Repair & Maintenance	16,329	15,000	7,632	15,264	15,500	0	15,500	15,500	0
5400	Capital Outlay	0	0	0	0	0	24,500	24,500	24,500	0
<b>TOTAL EXPENDITURES</b>		385,097	457,835	249,444	443,481	407,148	118,235	525,383	462,624	(62,759)

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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#### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Information Technology Director	3,576
Decrease in Funds for Telephone Costs	(200)
Reduction in Funds for Training Expenses	(2,500)
Deferral of Funds for Financial Software Consultant	(15,000)
Deferral of Funds for Mobile Data Terminals for Fire Department	(7,500)
Deferral of Funds for Firehouse Mobile Software	(38,300)
Deferral of Funds for Firehouse Scheduling Software	(1,335)
Deferral of Funds for Firehouse Inspector Software	(1,500)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(62,759)</b>

#### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Dell AppAssure Backup Solution	20,100
Mobile Routers for Fire Department	10,000
Police Department Server and Storage Replacement	24,500
<b>NOT FUNDED</b>	
Financial Software Consultant	15,000
Mobile Data Terminals for Fire Department	7,500
Firehouse Mobile Software	38,300
Firehouse Scheduling Software	1,335
Firehouse Inspector Software	1,500
<b>TOTAL DECISION PACKAGES</b>	<b>118,235</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## STAFF SERVICES

## PERSONNEL

## PERSONNEL

01-24-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	0	0	0	0	0	0	0	0	0
5100	Supplies & Materials	561	700	410	700	800	2,800	3,600	3,400	(200)
5200	Contractual Services	43,698	40,950	28,231	48,450	47,150	0	47,150	45,900	(1,250)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		44,258	41,650	28,640	49,150	47,950	2,800	50,750	49,300	(1,450)

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Decrease in Funds for Office Supplies (electronic direct deposits)	(200)
Reduction in Funds for Professional Services	(1,000)
Decrease in Funds for Printing Services (payroll checks)	(250)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(1,450)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Scantron Equipment for Grading Civil Service Exams	2,800
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>2,800</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****PUBLIC SAFETY****POLICE****MANAGEMENT SERVICES****01-31-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	293,595	301,953	144,282	298,952	308,337	0	308,337	316,110	7,773
5100	Supplies & Materials	492	500	114	500	500	0	500	500	0
5200	Contractual Services	7,736	7,700	3,723	7,525	7,700	0	7,700	7,525	(175)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		301,823	310,153	148,119	306,977	316,537	0	316,537	324,135	7,598

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST				SUMMARY OF DECISION PACKAGES	
<b>CITY MANAGER CHANGES</b>				<b>FUNDED</b>	
Salary Adjustment for Police Chief and Administrative Manager				None	0
Decrease in Funds for Telephone Services					
<b>CITY COUNCIL CHANGES</b>				<b>NOT FUNDED</b>	
None				None	0
<b>TOTAL CHANGES</b>				<b>TOTAL DECISION PACKAGES</b>	<b>0</b>



# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## COMMUNICATIONS/RECORDS

01-31-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	687,104	825,078	361,199	740,214	690,336	69,215	759,551	768,617	9,066
5100	Supplies & Materials	6,386	7,900	3,957	7,900	7,900	0	7,900	7,900	0
5200	Contractual Services	53,166	54,367	25,008	54,340	58,840	0	58,840	56,340	(2,500)
5300	Repair & Maintenance	7,119	3,200	0	3,200	3,200	3,500	6,700	2,700	(4,000)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		753,775	890,545	390,163	805,654	760,276	72,715	832,991	835,557	2,566

<b>BUDGETED POSITIONS</b>	9	9	9	9	9	1	10	10	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Communications/Records Employees	16,695
Adjustment of Funds for Overtime and Associated Fringe Benefits	(7,629)
Decrease in Funds for Electricity for Police Building	(2,000)
Reduction in Funds for Water and Sewer Services	(500)
Decrease in Funds for Office Equipment Repair and Maintenance	(500)
Funding of Records Section Window Upgrade in 2014-15	(3,500)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>2,566</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Additional Communications Specialist full-time position	69,215
<b>NOT FUNDED</b>	
Upgrade Records Section Window	3,500
<b>TOTAL DECISION PACKAGES</b>	<b>72,715</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## PATROL

01-31-03

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	3,199,883	3,467,321	1,656,504	3,413,271	3,396,443	0	3,396,443	3,463,890	67,447
5100	Supplies & Materials	147,687	159,800	37,791	112,800	152,870	6,000	158,870	152,070	(6,800)
5200	Contractual Services	17,785	18,100	8,661	21,850	19,200	0	19,200	18,850	(350)
5300	Repair & Maintenance	57,476	33,884	15,413	37,000	42,500	0	42,500	38,500	(4,000)
5400	Capital Outlay	150,378	150,233	123,380	123,380	185,000	0	185,000	185,000	0
<b>TOTAL EXPENDITURES</b>		3,573,209	3,829,338	1,841,749	3,708,301	3,796,013	6,000	3,802,013	3,858,310	56,297

<b>BUDGETED POSITIONS</b>	33	33	33	33	33	0	33	33	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Patrol Activity Employees	76,855
Decrease in Funds for Overtime and Associated Fringe Benefits	(9,408)
Reduction in Funds for Office Supplies	(800)
Funding of Ten Hand Guns through Narcotics Account	(6,000)
Decrease in Funds for Telephone Services	(350)
Reduction in Funds for Vehicle Maintenance	(3,000)
Decrease in Funds for Radio Equipment Maintenance	(1,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>56,297</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
Replacement of Ten Police-Department Issued Hand Guns	6,000
<b>TOTAL DECISION PACKAGES</b>	<b>6,000</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## C. I. S.

01-31-04

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	628,262	704,660	280,678	623,546	965,369	0	965,369	978,737	13,368
5100	Supplies & Materials	12,076	17,850	4,314	11,300	11,900	5,700	17,600	11,900	(5,700)
5200	Contractual Services	19,105	15,900	9,035	24,200	19,850	0	19,850	18,200	(1,650)
5300	Repair & Maintenance	4,737	4,200	2,770	5,700	4,200	0	4,200	4,200	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		664,181	742,610	296,798	664,746	1,001,319	5,700	1,007,019	1,013,037	6,018

<b>BUDGETED POSITIONS</b>	6	6	6	6	6	0	6	6	0
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EXPLANATION OF CHANGES FROM REQUEST		SUMMARY OF DECISION PACKAGES	
<b>CITY MANAGER CHANGES</b>		<b>FUNDED</b>	
Salary Adjustment of CIS Activity Employees	22,416	None	0
Adjustment of Overtime and Associated Fringe Benefits	(9,048)		
Funding of Ballistic Vests through Narcotics Account	(5,700)		
Adjustment of Funds for Telephone Services	(1,150)		
Decrease in Funds for Professional Services	(500)		
<b>CITY COUNCIL CHANGES</b>		<b>NOT FUNDED</b>	
None	0	Ballistic Raid Vests	5,700
<b>TOTAL CHANGES</b>	<b>6,018</b>	<b>TOTAL DECISION PACKAGES</b>	<b>5,700</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## POLICE

## CRIME PREVENTION

01-31-05

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	123,744	108,817	51,957	108,977	109,716	0	109,716	112,140	2,424
5100	Supplies & Materials	(2,133)	700	196	700	700	0	700	700	0
5200	Contractual Services	233	950	35	950	950	0	950	950	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		121,844	110,467	52,189	110,627	111,366	0	111,366	113,790	2,424

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Crime Prevention Officer	2,424
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>2,424</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## ACTIVITY SUMMARY

## PROPOSED BUDGET

### PUBLIC SAFETY

### POLICE

### SCHOOL SAFETY

01-31-06

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	26,357	28,873	13,961	28,873	28,873	0	28,873	28,873	0
5100	Supplies & Materials	0	200	0	200	200	0	200	200	0
5200	Contractual Services	0	0	0	0	0	0	0	0	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		26,357	29,073	13,961	29,073	29,073	0	29,073	29,073	0

<b>BUDGETED POSITIONS</b>	6	6	6	6	6	0	6	6	0
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#### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b> None	0
<b>CITY COUNCIL CHANGES</b> None	0
<b>TOTAL CHANGES</b>	0

#### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b> None	0
<b>NOT FUNDED</b> None	0
<b>TOTAL DECISION PACKAGES</b>	0

**ACTIVITY SUMMARY****PROPOSED BUDGET****PUBLIC SAFETY****POLICE****ANIMAL CONTROL****01-31-07**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	83,817	100,277	44,836	98,264	104,250	0	104,250	105,221	971
5100	Supplies & Materials	4,365	5,925	1,384	4,325	4,925	0	4,925	4,925	0
5200	Contractual Services	6,357	7,275	2,652	6,775	7,575	0	7,575	7,075	(500)
5300	Repair & Maintenance	1,301	2,600	1,976	3,200	2,600	0	2,600	2,500	(100)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		95,840	116,077	50,849	112,564	119,350	0	119,350	119,721	371

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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EXPLANATION OF CHANGES FROM REQUEST		SUMMARY OF DECISION PACKAGES	
<b>CITY MANAGER CHANGES</b>		<b>FUNDED</b> None	0
Salary Adjustment for Animal Control Officer	1,662		
Decrease in Funds for Overtime	(691)		
Adjustment of Funds for Electricity	(500)		
Decrease in Funds for Telephone Costs	(100)		
<b>CITY COUNCIL CHANGES</b>		<b>NOT FUNDED</b> None	0
None	0		
<b>TOTAL CHANGES</b>	<b>371</b>	<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## FIRE

## FIRE

01-32-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	2,083,570	2,384,528	1,065,070	2,277,407	2,450,965	644,066	3,095,031	2,738,994	(356,037)
5100	Supplies & Materials	88,619	84,000	59,705	81,255	83,400	7,600	91,000	89,000	(2,000)
5200	Contractual Services	56,878	58,350	24,042	56,700	60,950	0	60,950	59,100	(1,850)
5300	Repair & Maintenance	78,801	63,500	29,922	63,500	71,500	0	71,500	66,500	(5,000)
5400	Capital Outlay	0	534,120	0	534,120	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		2,307,869	3,124,498	1,178,739	3,012,982	2,666,815	651,666	3,318,481	2,953,594	(364,887)

<b>BUDGETED POSITIONS</b>	16	16	16	16	19	8	27	24	(3)
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Fire Department Employees	51,419
Elimination of Six ACFSU Part-Time Positions	(76,800)
Decrease in Overtime Pay and Fringe Benefits	(65,909)
Deferral of Three Full-Time Firefighter/Paramedic Positions	(264,747)
Reduction of Funds for Miscellaneous Supplies	(1,000)
Decrease in Funds for Minor Equipment	(1,000)
Reduction in Funds for Natural Gas Expenses	(150)
Decrease in Funds for Water and Sewer Services	(600)
Adjustment of Funds for Telephone Expenses	(1,000)
Reduction in Funds for Cable Television Services	(100)
Decrease in Funds for Radio Equipment Maintenance	(3,000)
Reduction in Funds for Maintenance of Other Equipment	(2,000)
<b>CITY COUNCIL CHANGES</b>	
None	
<b>TOTAL CHANGES</b>	<b>(364,887)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Three Full-Time Firefighter/EMT Positions	202,821
Two Full-Time Firefighter/Paramedic Positions	176,498
Four Class A HazMat Suits	7,600
<b>NOT FUNDED</b>	
Three Full-Time Firefighter/Paramedic Positions	264,747
<b>TOTAL DECISION PACKAGES</b>	<b>651,666</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## FIRE

## AMBULANCE

**01-32-02**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	0	0	0	0	0	0	0	0	0
5100	Supplies & Materials	62,339	81,500	46,436	79,500	79,300	0	79,300	79,300	0
5200	Contractual Services	9,288	14,900	6,236	13,650	14,150	0	14,150	13,700	(450)
5300	Repair & Maintenance	19,912	21,500	10,639	21,500	21,500	0	21,500	21,500	0
5400	Capital Outlay	0	106,000	158,998	108,998	0	248,000	248,000	0	(248,000)
<b>TOTAL EXPENDITURES</b>		91,539	223,900	222,309	223,648	114,950	248,000	362,950	114,500	(248,450)

<b>BUDGETED POSITIONS</b>	0	0	0	0	0	0	0	0	0	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Reduction in Funds for Printing Services	(350)
Decrease in Funds for Telephone Charges	(100)
Funding of Ambulance through Capital Asset Replacement Account	(124,000)
Deferral of Ambulance Replacement until 2016-17	(124,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	
	<b>(248,450)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
Replacement of Two Ambulances	248,000
<b>TOTAL DECISION PACKAGES</b>	
	<b>248,000</b>



**ACTIVITY SUMMARY****PROPOSED BUDGET****PUBLIC SAFETY****MUNICIPAL COURT****MUNICIPAL COURT****01-33-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	206,228	209,466	100,917	208,691	187,027	0	187,027	189,940	2,913
5100	Supplies & Materials	1,655	1,200	555	1,200	1,200	0	1,200	1,200	0
5200	Contractual Services	2,273	3,500	1,144	4,090	4,400	0	4,400	4,400	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		210,157	214,166	102,616	213,981	192,627	0	192,627	195,540	2,913

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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**EXPLANATION OF CHANGES FROM REQUEST**

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Municipal Court Clerk and Deputy Court Clerk	2,913
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>2,913</b>

**SUMMARY OF DECISION PACKAGES**

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SAFETY

## CODE COMPLIANCE

## CODE COMPLIANCE

01-34-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	85,450	87,487	41,631	86,487	88,434	0	88,434	90,469	2,035
5100	Supplies & Materials	1,801	2,350	610	1,350	1,350	0	1,350	1,350	0
5200	Contractual Services	5,993	5,850	539	4,850	4,850	0	4,850	4,800	(50)
5300	Repair & Maintenance	519	250	105	250	415	0	415	415	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		93,762	95,937	42,884	92,937	95,049	0	95,049	97,034	1,985

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>		
Salary Adjustment for Code Compliance Officer	2,035	
Decrease in Funds for Telephone Expenses	(50)	
<b>CITY COUNCIL CHANGES</b>		
None	0	
<b>TOTAL CHANGES</b>		1,985

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>		
None		0
<b>NOT FUNDED</b>		
None		0
<b>TOTAL DECISION PACKAGES</b>		0

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## MANAGEMENT SERVICES

## MANAGEMENT SERVICES

**01-41-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	153,713	154,085	81,798	152,585	177,986	0	177,986	182,709	4,723
5100	Supplies & Materials	60	100	62	100	100	0	100	100	0
5200	Contractual Services	2,893	6,630	2,973	6,723	24,677	0	24,677	24,377	(300)
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		156,666	160,815	84,833	159,408	202,763	0	202,763	207,186	4,423

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Public Services Director	4,723
Decrease in Funds for Telephone Services	(300)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	
	4,423

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	
	0

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## PUBLIC WORKS

## STREET MAINTENANCE

01-42-01

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	645,281	690,856	330,495	680,851	704,027	0	704,027	719,650	15,623
5100	Supplies & Materials	43,283	39,350	21,097	39,350	39,350	0	39,350	39,350	0
5200	Contractual Services	235,260	242,117	99,617	240,617	246,950	0	246,950	238,350	(8,600)
5300	Repair & Maintenance	299,974	385,200	68,505	385,200	387,150	0	387,150	383,150	(4,000)
5400	Capital Outlay	49,070	0	0	0	0	19,000	19,000	0	(19,000)
<b>TOTAL EXPENDITURES</b>		1,272,868	1,357,523	519,714	1,346,018	1,377,477	19,000	1,396,477	1,380,500	(15,977)

<b>BUDGETED POSITIONS</b>	8	8	8	8	8	0	8	8	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Public Works Department Employees	15,623
Decrease in Funds for Professional Services	(500)
Reduction in Funds for Electricity Costs	(10,000)
Decrease in Funds for Telephone Services	(100)
Increase in Funds for Equipment Rental	2,000
Decrease in Funds for Vehicle Maintenance	(1,500)
Reduction in Funds for Street Sign Maintenance	(2,500)
Funding of Pick Up Truck from Capital Asset Replacement Account	(19,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(15,977)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
Replacement of Pick Up Truck	19,000
<b>TOTAL DECISION PACKAGES</b>	<b>19,000</b>

# ACTIVITY SUMMARY

# PROPOSED BUDGET

## PUBLIC SERVICES

## PARKS AND RECREATION

## PARKS MAINTENANCE

**01-43-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	620,759	671,395	294,137	659,175	687,454	0	687,454	702,777	15,323
5100	Supplies & Materials	32,191	32,800	11,509	32,840	31,200	3,250	34,450	32,950	(1,500)
5200	Contractual Services	101,981	112,103	37,671	112,103	120,038	20,000	140,038	112,510	(27,528)
5300	Repair & Maintenance	40,348	43,200	25,074	43,200	45,300	0	45,300	44,550	(750)
5400	Capital Outlay	0	89,860	90,730	90,730	0	39,400	39,400	0	(39,400)
<b>TOTAL EXPENDITURES</b>		795,278	949,358	459,121	938,048	883,992	62,650	946,642	892,787	(53,855)

<b>BUDGETED POSITIONS</b>	8	8	8	8	8	0	8	8	0
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### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Parks Department Employees	15,323
Decrease in Funds for Minor Equipment	(1,500)
Continuation of Current Mowing Contract with No Changes	(20,000)
Decrease in Funds for Electricity Costs	(5,203)
Reduction in Funds for Water and Sewer Services	(1,900)
Decrease in Funds for Telephone Services	(425)
Reduction in Funds for Vehicle Maintenance	(750)
Purchase of 3/4 Ton Truck through CAR Account	(19,000)
Purchase of 72" Zero Turn Mower through CAR Account	(10,500)
Deferral of Purchase of Utility Vehicle	(9,900)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(53,855)</b>

### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Five Park Benches with Cushions	3,250
<b>NOT FUNDED</b>	
One 72" Zero Turn Mower	10,500
Replacement of One 3/4 Ton Truck	19,000
Utility Vehicle	9,900
Revision of Mowing Contract	20,000
<b>TOTAL DECISION PACKAGES</b>	<b>62,650</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****PUBLIC SERVICES****SUPPORT SERVICES****FLEET MAINTENANCE****01-45-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	170,352	185,129	85,191	180,099	193,930	0	193,930	198,076	4,146
5100	Supplies & Materials	6,067	9,950	5,235	9,950	10,900	0	10,900	10,200	(700)
5200	Contractual Services	12,503	12,625	6,006	12,625	13,925	0	13,925	12,575	(1,350)
5300	Repair & Maintenance	4,156	4,440	957	4,440	4,440	0	4,440	4,350	(90)
5400	Capital Outlay	0	7,650	7,138	7,138	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		193,077	219,794	104,527	214,252	223,195	0	223,195	225,201	2,006

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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EXPLANATION OF CHANGES FROM REQUEST		SUMMARY OF DECISION PACKAGES	
<b>CITY MANAGER CHANGES</b>		<b>FUNDED</b>	
Salary Adjustment for Fleet Superintendent and Mechanic	4,146	None	0
Decrease in Funds for Miscellaneous Equipment	(700)		
Reduction in Funds for Professional Services	(250)		
Decrease in Funds for Electricity Costs	(800)		
Reduction in Funds for Water and Sewer Services	(200)		
Decrease in Funds for Telephone Expenses	(100)		
Reduction in Funds for Radio Equipment Maintenance	(90)		
<b>CITY COUNCIL CHANGES</b>		<b>NOT FUNDED</b>	
None	0	None	0
<b>TOTAL CHANGES</b>	<b>2,006</b>	<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

## ACTIVITY SUMMARY

## PROPOSED BUDGET

### PUBLIC SERVICES

### SUPPORT SERVICES

### BUILDING MAINTENANCE

01-45-02

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	140,834	161,860	75,261	156,814	165,877	0	165,877	169,499	3,622
5100	Supplies & Materials	21,456	19,450	12,973	19,450	19,450	1,400	20,850	19,350	(1,500)
5200	Contractual Services	32,312	32,290	13,533	32,290	35,200	68,000	103,200	42,600	(60,600)
5300	Repair & Maintenance	24,359	58,500	40,914	58,500	25,500	122,470	147,970	25,500	(122,470)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		218,961	272,100	142,682	267,054	246,027	191,870	437,897	256,949	(180,948)

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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#### EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Building Maintenance Employees	3,622
Decrease in Funds for Office Supplies	(100)
Purchase of Propane Tank for City Hall Generator in 2014-15	(1,400)
Deletion of Funds for City Hall HVAC Study	(10,000)
Deferral of Roof Replacement for Community Building	(30,000)
Deferral of City Hall Entrance Improvements	(16,758)
Deferral of Lighting Replacement for City Hall Areas	(46,000)
Decrease in Funds for Electricity Costs	(2,500)
Reduction in Funds for Water and Sewer Services	(100)
Deferral of City Hall Carpet Replacement	(45,112)
Deferral of City Hall Ceiling Tile Replacement	(9,500)
Deferral of Repainting Portions of City Hall and Senior Center	(15,100)
Deferral of City Hall Curtain Replacement	(6,000)
Completion of City Hall Soffit Light Evaluation in 2014-15	(2,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(180,948)</b>

#### SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
Video and Clean HVAC Ducts	10,000
<b>NOT FUNDED</b>	
City Hall HVAC Ductwork Study	10,000
Roof Replacement - Community Building	30,000
City Hall Entrance Improvements	16,758
Replace Lighting for City Hall Parking Lot	46,000
Replace City Hall Carpet	45,112
Replace Ceiling Tiles at City Hall	9,500
Repaint Portions of City Buildings	15,100
Replace City Hall Curtains with Mini Blinds	6,000
Propane Tank for City Hall Generator	1,400
City Hall Soffit Light Evaluation	2,000
<b>TOTAL DECISION PACKAGES</b>	<b>191,870</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****PUBLIC SERVICES****ENGINEERING****ENGINEERING****01-54-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	245,067	254,412	120,760	249,431	256,067	0	256,067	262,513	6,446
5100	Supplies & Materials	2,892	2,200	855	2,200	2,200	0	2,200	1,950	(250)
5200	Contractual Services	12,316	21,975	500	21,975	22,115	0	22,115	17,005	(5,110)
5300	Repair & Maintenance	1,592	500	0	500	500	0	500	500	0
5400	Capital Outlay	0	0	0	0	0	19,000	19,000	0	(19,000)
<b>TOTAL EXPENDITURES</b>		261,867	279,087	122,115	274,106	280,882	19,000	299,882	281,968	(17,914)

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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**EXPLANATION OF CHANGES FROM REQUEST**

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Engineer and Public Improvements Inspector	6,446
Decrease in Funds for Office Supplies	(100)
Reduction in Funds for Motor Vehicle Supplies	(150)
Decrease in Funds for Telephone Costs	(110)
Reduction in Funds for Engineering Services	(5,000)
Funding of Pick Up Truck through CAR Account	(19,000)
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>(17,914)</b>

**SUMMARY OF DECISION PACKAGES**

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
Replacement of Pick Up Truck	19,000
<b>TOTAL DECISION PACKAGES</b>	<b>19,000</b>



# ACTIVITY SUMMARY

# PROPOSED BUDGET

**COMMUNITY DEVELOPMENT**

**COMMUNITY DEVELOPMENT**

**MANAGEMENT SERVICES**

**01-51-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	209,105	207,534	103,120	207,534	208,107	0	208,107	213,733	5,626
5100	Supplies & Materials	2,327	2,000	657	1,500	1,500	0	1,500	1,500	0
5200	Contractual Services	15,652	27,356	11,860	47,477	32,900	0	32,900	32,900	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		227,083	236,890	115,636	256,511	242,507	0	242,507	248,133	5,626

<b>BUDGETED POSITIONS</b>	1	1	1	1	1	0	1	1	0
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## EXPLANATION OF CHANGES FROM REQUEST

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Deputy City Manager	5,626
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>5,626</b>

## SUMMARY OF DECISION PACKAGES

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****COMMUNITY DEVELOPMENT PLANNING AND ZONING****PLANNING****01-52-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	213,685	229,042	105,101	224,042	243,266	0	243,266	249,328	6,062
5100	Supplies & Materials	528	1,000	69	1,000	1,000	0	1,000	1,000	0
5200	Contractual Services	7,172	9,935	2,946	9,935	9,935	0	9,935	9,935	0
5300	Repair & Maintenance	0	0	0	0	0	0	0	0	0
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		221,385	239,977	108,116	234,977	254,201	0	254,201	260,263	6,062

<b>BUDGETED POSITIONS</b>	2	2	2	2	2	0	2	2	0
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**EXPLANATION OF CHANGES FROM REQUEST**

<b>CITY MANAGER CHANGES</b>	
Salary Adjustment for Planning Director and City Planner	6,062
<b>CITY COUNCIL CHANGES</b>	
None	0
<b>TOTAL CHANGES</b>	<b>6,062</b>

**SUMMARY OF DECISION PACKAGES**

<b>FUNDED</b>	
None	0
<b>NOT FUNDED</b>	
None	0
<b>TOTAL DECISION PACKAGES</b>	<b>0</b>

**ACTIVITY SUMMARY****PROPOSED BUDGET****COMMUNITY DEVELOPMENT INSPECTIONS****INSPECTIONS****01-53-01**

ACCT NO.	EXPENDITURES BY CLASSIFICATION	2013-14 ACTUAL	2014-15			2015-16				
			BUDGETED	ACTUAL 6 MONTHS	ESTIMATED 12 MONTHS	BASE BUDGET	DECISION PACKAGES	TOTAL REQUEST	PROPOSED BUDGET	CHANGES FR. REQUEST
5000	Personal Services	281,526	297,632	144,116	294,950	304,894	0	304,894	312,128	7,234
5100	Supplies & Materials	4,114	5,000	1,523	5,000	6,500	0	6,500	5,000	(1,500)
5200	Contractual Services	6,756	6,182	2,271	5,807	6,682	0	6,682	6,032	(650)
5300	Repair & Maintenance	669	1,000	411	1,000	2,000	0	2,000	1,200	(800)
5400	Capital Outlay	0	0	0	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>		293,066	309,814	148,321	306,757	320,076	0	320,076	324,360	4,284

<b>BUDGETED POSITIONS</b>	3	3	3	3	3	0	3	3	0
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EXPLANATION OF CHANGES FROM REQUEST		SUMMARY OF DECISION PACKAGES	
<b>CITY MANAGER CHANGES</b>		<b>FUNDED</b>	
Salary Adjustment for Inspections Activity Employees	7,234	None	0
Decrease in Funds for Office Supplies	(1,000)		
Reduction of Funds for Fuel and Vehicle Supplies	(500)		
Decrease in Funds for Telephone Expenses	(650)		
Reduction if Funds for Vehicle Maintenance	(800)		
<b>CITY COUNCIL CHANGES</b>		<b>NOT FUNDED</b>	
None	0	None	0
<b>TOTAL CHANGES</b>		<b>TOTAL DECISION PACKAGES</b>	<b>0</b>
	<b>4,284</b>		

# **SECTION SIX**

# **DECISION PACKAGES**

## **SECTION SIX DECISION PACKAGES**

Departments asked for the funding of new programs in their 2015-16 Budget requests through the submission of decision packages. Decision packages are required when the department requests to: (a) add a new program, (b) delete an existing program and replace it with a new or different function or program, (c) request expenditures that exceed the total appropriation for the activity's 2014-15 Adopted Budget, or (d) request additional compensation for an employee or job classification or request adjustment to the City's compensation plan.

The total cost of all decision packages included as part of the department request totaled \$1,397,636 for the General Fund. General Fund decision packages are presented on a summary table. One supplemental decision package is also included. This table provides the following information about each decision package considered during review of the 2015-16 Budget: (1) department, (2) description (3) amount requested, (4) activity total, (5) decision package amount funded, and (6) activity total.

**CITY OF BENBROOK  
2015-16 PROPOSED BUDGET  
AUGUST 2015**

DEPARTMENT	DESCRIPTION	AMOUNT REQUESTED	ACTIVITY TOTAL	FUNDED	ACTIVITY TOTAL
<b>GENERAL FUND DECISION PACKAGES</b>					
<b>Information Technology</b>	Dell AppAssure Backup Solution	20,100		20,100	
	Mobile Routers for Fire Department	10,000		10,000	
	Police Department Server and Storage Replacement	24,500		24,500	
	Mobile Data Terminals for Fire Department	7,500		-	
	Firehouse Mobile Software for Fire Department	38,300		-	
	Firehouse Scheduling Software for Fire Department	1,335		-	
	Firehouse Inspector Software for Fire Department	1,500		-	
	Consulting Services - Financial Software	15,000	118,235	-	54,600
<b>Personnel</b>	Scantron Equipment to Grade Civil Service Exams	2,800	2,800	2,800	2,800
<b>Police - Communications Records</b>	Communications Specialist Position	69,215		69,215	
	Upgrade Records Section Window	3,500	72,715	-	69,215
<b>Police - Patrol</b>	Replacement of Ten (10) Department-Issued Handguns	6,000	6,000	*	*
<b>Police - CIS</b>	CIS Ballistic Raid Vests	5,700	5,700	*	*
<b>Fire</b>	Five Full-Time Firefighter Paramedic Positions	441,245		176,498	
	Three Full-Time Firefighter/EMT Positions	202,821		202,821	
	Four (4) Class A Hazmat Suits	7,600	651,666	7,600	386,919
<b>Ambulance</b>	Replacement of One Ambulance	124,000		**	**
	Replacement of One Ambulance	124,000	248,000	-	-
<b>Public Services - Street Maintenance</b>	Replacement of One (1) 3/4 Ton Pickup Truck	19,000	19,000	**	**
<b>Public Services - Parks Maintenance</b>	One (1) 72" Zero Turn Mower	10,500		**	**
	Replacement of One (1) 3/4 Ton Pickup Truck	19,000		**	**
	Utility Vehicle	9,900		-	
	Five (5) Park Benches	3,250		3,250	
	Revise Current Mowing Contract	20,000	62,650	-	3,250

<b>Public Services - Building Maintenance</b>	City Hall HVAC Ductwork Study	10,000		-	
	Video and Clean HVAC Ducts	10,000		10,000	
	Roof Replacement - Community Building (Lions Club)	30,000		-	
	City Hall Entrance Improvements	16,758		-	
	Replace Lighting - City Hall Parking Lot and Entrance	46,000		-	
	Replace City Hall Carpet	45,112		-	
	Replace Ceiling Tiles at City Hall	9,500		-	
	Re-Paint City Hall and Senior Citizens Center (Brown Po	15,100		-	
	Replace City Hall Curtains with Mini Blinds	6,000		-	
	Propane Tank for City Hall Generator	1,400		-	
	City Hall Soffit Light Evaluation	2,000	191,870	-	10,000
<b>Public Services - Engineering</b>	Replacement of One (1) 3/4 Ton Pickup Truck	19,000	19,000	<b>**</b>	<b>**</b>
<b>TOTAL GENERAL FUND DECISION PACKAGES</b>		<b>1,397,636</b>	<b>1,397,636</b>	<b>526,784</b>	<b>526,784</b>
<b>* Funded through Police Narcotics Account</b>					
<b>** Funded through Capital Asset Replacement Account</b>					

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Backup Solution</b>		<b>NUMBER: 1 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	20,100	20,100
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		20,100	20,100
<b><u>DESCRIPTION:</u></b> Dell AppAssure Backup Solution			
<b><u>JUSTIFICATION:</u></b> Dell AppAssure™ is advanced data protection that unifies backup, replication and recovery in one, easy-to-use software solution. AppAssure has the ability to provide near continuous access to data after an incident, maintaining productivity. The data backup will be restorable with the AppAssure ability to test file system as well as Microsoft Exchange and SQL Server application consistency. There is a built-in AppAssure ability to continually send updates to a virtual machine that can be activated in case of emergency.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> The current system will continue; this system is not always reliable.			
<b><u>OTHER INFORMATION:</u></b> This type of data protection would also facilitate recovery from virus and malware attacks (such as cryptolocker) by allowing the City to recover the compromised data easily.  Quote #687641379 (\$20,061.24): This quote includes protection of all servers (physical/virtual) and Windows work stations under 5TB of total storage, Exchange/SQL log truncation and granular restores, unique Live Recovery, replication to a remote data center and/or other locations), and first year of 24/7 support and upgrades. Annual renewals for the appliances starting in year 2 would be \$4,180.			



**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Mobile Routers for Fire Department</b>		<b>NUMBER: 2 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	10,000	10,000
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,000	10,000
<b><u>DESCRIPTION:</u></b>			
Cradlepoint Mobile Routers for the Fire Department			
<b><u>JUSTIFICATION:</u></b>			
Replacement of the mi-fis with mobile routers will increase connectivity in the field, enhance and stabilize the connection, and reduce the number of problems and trouble tickets.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The Fire Department will continue to use mi-fis; these devices are not reliable and break frequently.			
<b><u>OTHER INFORMATION:</u></b>			
This request is for additional routers for the Fire Department. The Police Department uses routers and the deployment was very successful.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: PD Servers &amp; Storage Replacement</b>		<b>NUMBER: 3 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	24,500	24,500
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		24,500	24,500
<b><u>DESCRIPTION:</u></b>			
New Police Department Server and Storage System			
<b><u>JUSTIFICATION:</u></b>			
The VM hosts and the Synology Network Attached Storage device at the Police Department are close to end of life. The replacement would be a converged system with the Blade Server system plus a SAN that is locally attached. The virtual OS would be changed from Citrx Xen to VMWare Standard. This change would allow for better control over replication and recovery. It would improve the speed of the PD network significantly. The system requires one reboot for several server updates, as opposed to having to reboot each separately, reducing downtime.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
If the equipment is not replaced, there is a chance of server failure as well as NAS failure for the Police Department. Should failure of the equipment occur, the Police Department could lose sensitive data.			
<b><u>OTHER INFORMATION:</u></b>			
The purchase of a non-converged system would actually cost more than the proposed converged system. This system has a 7 year warranty from Dell; the useful life qualifies the purchase as a Capital Outlay. The server and storage is \$20,000 - the OS switch from Citrix Xen to VMWare is \$4,000. There would be an annual fee to Vmware comparable to our Citrix annual fee.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Mobile Data Terminals</b>		<b>NUMBER: 4 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	7,500	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		7,500	-
<b><u>DESCRIPTION:</u></b>  Mobile Data Terminals for the Fire Department - Three (3) Panasonic Semi-Rugged Toughbooks			
<b><u>JUSTIFICATION:</u></b>  The Fire Department uses Mobile Data Terminals in daily operations while responding to calls. The MDTs are used to provide the most accurate times possible when responding to emergency incidents.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Fire Department staff will continue using their current computers.			
<b><u>OTHER INFORMATION:</u></b>  			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Firehouse Mobile Software</b>		<b>NUMBER: 5 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	38,300	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		38,300	-
<b><u>DESCRIPTION:</u></b> Firehouse Mobile Software			
<b><u>JUSTIFICATION:</u></b> Firehouse Software is designed to be an all-inclusive fire department software. Firehouse mobile will integrate with the current Firehouse software and the Crimes dispatch software being used by the Police Department. This integration will allow for the systems to communicate with each other and greatly reduce the repetitive paperwork that has to be generated. Firehouse Mobile also includes immediate mapping; when crews board the truck, the map will be up and with the touch of one button turn-by-turn directions will begin. Firehouse Mobile will allow for pre-fire plans, traffic, conditions and hydrant locations to be available at all times in the cab of every apparatus.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> Fire Department staff will have to continue using Crimes Mobile which is a much less efficient product that was designed for the Police Department. Crimes Mobile does not allow for turn by turn directions, readily accessible pre-fire plan command features, or firefighter safety features that Firehouse Mobile provides.			
<b><u>OTHER INFORMATION:</u></b> Firehouse Mobile software allows for incident commanders to have information about construction types, hazards, and utilities available at all times. Firehouse Mobile helps to ensure firefighter safety on the fireground by providing reminders of personnel accountability reports, possible collapse reports, and the water supply needed to extinguish the fire.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Firehouse Scheduling Software</b>		<b>NUMBER: 6 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	1,335	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		1,335	-
<b><u>DESCRIPTION:</u></b>			
Firehouse Scheduling Software			
<b><u>JUSTIFICATION:</u></b>			
Firehouse Software is designed to be an all-inclusive fire department software. Firehouse Scheduling will integrate with the current Firehouse software being used by the Fire Department. This integration will allow for the systems to communicate with each other and greatly reduce the repetitive paperwork that has to be generated daily. Firehouse Scheduling allows for firefighters to be assigned for apparatus for a particular shift. As the truck is entered into the CAD, the firefighter is automatically assigned in the Firehouse Software to the particular apparatus. Firehouse Scheduling software rotates the firefighters among the apparatus taking into consideration vacation, sick, and other leave time off.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Fire Department staff will continue to utilize spread sheets to assign trucks, approve/disapprove time off, and generate daily reports of staffing levels.			
<b><u>OTHER INFORMATION:</u></b>			
The time saved by Firehouse Scheduling would have a positive impact on the operations of the Fire Department. and allow more time for training and inspections. Firehouse Scheduling would also decrease the amount of paperwork generated by the Fire Department on a daily basis.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Firehouse Inspector Software</b>		<b>NUMBER: 7 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	1,500	-
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		1,500	-
<b><u>DESCRIPTION:</u></b>			
Firehouse Inspector Software			
<b><u>JUSTIFICATION:</u></b>			
Firehouse Software is designed to be an all-inclusive fire department software. Firehouse Inspector will integrate with the current Firehouse software being used by the Fire Department. This integration will allow for the systems to communicate with each other and reduce the time to complete a fire inspection, pre-fire plans, and permits. Firehouse Inspector also includes the ability for the command staff to schedule inspections to ensure all businesses are inspected and the proper permits are obtained for those businesses.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Fire Department staff will continue with a manual system that is a less-efficient product that requires a duplication of effort and requires many more trips and more time spent at the business.			
<b><u>OTHER INFORMATION:</u></b>			
Firehouse Inspector greatly increases the efficiency of how the Fire Department would perform annual inspections. Permits would be able to be issued onsite and would be directly linked to the filing system included in the Firehouse software.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****INFORMATION TECHNOLOGY****AB - 10****INFORMATION TECHNOLOGY****01-23-01**

<b>DECISION PACKAGE TITLE: Consulting - Financial Software</b>		<b>NUMBER: 8 of 8</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	15,000	-
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		15,000	-
<b><u>DESCRIPTION:</u></b>  Consulting services for possible replacement of financial software.			
<b><u>JUSTIFICATION:</u></b> Current software is not fully meeting the City's needs. This is such a vital component of the operations of the City; a consulting firm could help identify processes, strengths, and weakness then compare those to the components of current software (including the newest version which is not yet available) and other software solutions and provide a plan of action.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Staff will continue operating with current software and will spend time reviewing other software.			
<b><u>OTHER INFORMATION:</u></b>  			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****STAFF SERVICES****PERSONNEL****AB - 10****PERSONNEL****01-24-01**

<b>DECISION PACKAGE TITLE: Scantron Equipment to Grade Exams</b>		<b>NUMBER: 1 of 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	2,800	2,800
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		2,800	2,800
<b><u>DESCRIPTION:</u></b>  Scantron Equipment to Grade Civil Service Exams			
<b><u>JUSTIFICATION:</u></b>  The Civil Service Director conducts Civil Service Exams for Entry Level Officers and Police Promotional exams. The exams are graded manually. During the entry level exams a number of candidates are standing in line waiting for test score to determine if they can move on to the next step of the process. The use of Scantron equipment would speed up the process as well as reduce and/or eliminate errors from the manual grading process.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  The manual grading process would continue and possible result in some errors in the accuracy of the test score.			
<b><u>OTHER INFORMATION:</u></b>  			



**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****COMMUNICATIONS/RECORDS****AB - 10****POLICE****01-31-02**

<b>DECISION PACKAGE TITLE: Communications Specialist Position</b>		<b>NUMBER: 1 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	69,215	69,215
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		69,215	69,215
<b><u>DESCRIPTION:</u></b>			
Reclassify Part-Time Communications Specialist Position to Full-Time			
<b><u>JUSTIFICATION:</u></b>			
The Communications Specialists are required to staff the dispatch office 24 hours per day, 7 days a week. They are responsible for the radio traffic from police, fire, EMS, and Animal Control; answering 9-1-1 and all non-emergency lines; taking care of the lobby traffic; monitoring all prisoners; as well as operating the computer-aided-dispatch system, and state and federal computer programs. Staffing one on-duty dispatcher and one Records clerk 24 hours per day enables staff to respond to fluctuations in call load. When the need for service exceeds the dispatchers capacity, the Records clerk is able to assist which ensures prompt, quality service for the citizens. One more full-time employee is needed to enable the department to staff Records 24/7 which creates a continual backup for dispatch personnel.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Dispatchers will continue to experience periods of high volume workload which delays our response to the citizens. Reclassifying the part-time position to full-time will allow for additional coverage at a reduced cost as the part-time expenditures will no longer be needed.			
<b><u>OTHER INFORMATION:</u></b>			
Record clerks work independently in that section but are staffed 24 hours per day enabling them to provide relief during periods of high volume dispatch activity. This ensures 9-1-1, administrative lines and radio traffic are always appropriately staffed. With the increase in cell phone use, one incident can create numerous calls and easily exceed the dispatchers to handle the phones. An additional position will also insure the department's ability to cover vacation, sick leave and periods of FMLA leave.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****COMMUNICATIONS/RECORDS****AB - 10****POLICE****01-31-02**

<b>DECISION PACKAGE TITLE: Upgrade Records Section Window</b>		<b>NUMBER: 2 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	3,500	2014-15 Fiscal Year
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		3,500	2014-15 Fiscal Year
<b><u>DESCRIPTION:</u></b>			
Upgrade Records Section Window to Bullet Resistant Glass			
<b><u>JUSTIFICATION:</u></b>			
The reception window between the Records section and the lobby is the only barrier between PD personnel and the visitors to the department. Replacing the standard window with bullet resistant glass gives the employees an added layer of protection when they are assisting the public. The clerks are scheduled late at night and often work alone. the better insulated glass adds additional security for the civilian employees.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
It is imperative that the employees are protected to the best of our ability. Upgrading the window to one that is less penetrable is just one cost effective way we can insure their safety. The Records section is manned by unarmed civilian employees who often work alone in the building.			
<b><u>OTHER INFORMATION:</u></b>			
The dispatch office was expanded and remodeled in 2010 and their window was upgraded at that time. Upgrading the window between Records and the lobby has long been part of the departmental safety plan.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****PATROL****AB - 10****POLICE****01-31-03**

<b>DECISION PACKAGE TITLE:</b> Replacement of Ten Handguns		<b>NUMBER:</b> 1 of 1	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	6,000	Narcotics Fund
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		6,000	Narcotics Fund
<b><u>DESCRIPTION:</u></b>  Replacement of Ten (10) Department-Issued Handguns			
<b><u>JUSTIFICATION:</u></b> The Police Department began purchasing department-issued handguns in 2001. These guns have performed well; however, years of use created wear and tear on internal parts, increasing the likelihood of malfunctions. Officer and citizen safety is of the utmost importance and for that reason, these weapons, that exceed fourteen years of service, need to be replaced. Officers who carry these weapons as well as the citizens they protect depend on their reliability daily.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Officers will continue to carry weapons that are less reliable than newer, more modern handguns.			
<b><u>OTHER INFORMATION:</u></b>  This program is the first step in a multi-year approach to replacing aging department-issued weapons.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL**PUBLIC SAFETYCISAB - 10POLICE01-31-04

DECISION PACKAGE TITLE: CIS Ballistic Raid Vests		NUMBER: 1 of 1	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100	5,700	Narcotics Fund
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
TOTAL DECISION PACKAGE EXPENDITURES REQUESTED		5,700	Narcotics Fund
<b><u>DESCRIPTION:</u></b>  Supply CIS Personnel with Ballistic Raid Vests			
<b><u>JUSTIFICATION:</u></b> Plainclothes personnel frequently respond to critical incidents, serve search and arrest warrants, and assist other agencies with high risk law enforcement activities. Detectives currently use vest carriers, which require them to transfer the ballistic panels from their patrol vest to the carrier. Raid vests will increase the safety of CIS Personnel and provide a more rapid response to critical incidents.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> CIS Personnel will continue to use vest carriers that require them to transfer the ballistic protection panels from their patrol vest to the carrier, then back again for use on patrol. This will not provide the same level of protection for the officer and will consume a significant amount of time that could be utilized to further the goals of that section.			
<b><u>OTHER INFORMATION:</u></b> The Department of Justice reimburses fifty (50%) percent of the purchase price for approved ballistic vests. The department would be obtaining equipment that costs \$1,500 each but only have to invest \$750 each.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****FIRE****AB - 10****FIRE****01-32-01**

<b>DECISION PACKAGE TITLE: Five FireFighter/Paramedic Positions</b>		<b>NUMBER: 1 of 3</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	441,245	176,498
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		441,245	176,498
<b><u>DESCRIPTION:</u></b> Five Full-Time FireFighter/Paramedic Positions			
<b><u>JUSTIFICATION:</u></b> The volume for fire and EMS calls continues to increase primarily due to additional ambulance request calls. These calls require that a FireFighter/Paramedic respond. The Fire Department currently has one FireFighter/Paramedic position that works an 8:00 to 5:00 shift and six that work 24-hour shifts; two FireFighter/Paramedics work each shift. Hiring five additional FireFighter/Paramedics and assigning the other Paramedic to a shift provides two additional Paramedics for each shift.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> Fire and EMS calls will continue to be under-staffed with the escalating call volume. Response times may increase resulting in lower resolution of EMS and fire calls.			
<b><u>OTHER INFORMATION:</u></b> Two of the requested five positions are included in the proposed budget. Funding of these positions is partially offset by decreases in projected overtime and by eliminating six part-time ACFSU positions.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****FIRE****AB - 10****FIRE****01-32-01**

<b>DECISION PACKAGE TITLE: Three FireFighter/EMT Positions</b>		<b>NUMBER: 2 of 3</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000	202,821	202,821
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		202,821	202,821
<b><u>DESCRIPTION:</u></b> Three Full-Time FireFighter/EMT Positions			
<b><u>JUSTIFICATION:</u></b> The volume for fire and EMS calls continues to increase primarily due to additional ambulance request calls. These calls require that both a FireFighter/Paramedic and an EMT respond. In order for the Fire Department to operate two ambulances and one fire apparatus at one time, staffing levels need to be a minimum of eight per shift. This staffing level will allow the Fire Department to respond safely and quickly to the current number of EMS and fire calls. Approval of these three positions and the five requested FireFighter/Paramedic positions meets that demand.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> Fire and EMS calls will continue to be under-staffed with the escalating call volume. Response times may increase resulting in lower resolution of EMS and fire calls.			
<b><u>OTHER INFORMATION:</u></b> Funding for this request is partially offset by a decrease in projected overtime pay and by the elimination of six part-time ACFSU positions.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL**PUBLIC SAFETYFIREAB - 10FIRE01-32-01

<b>DECISION PACKAGE TITLE: Four Class A Hazmat Suits</b>		<b>NUMBER: 3 of 3</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	7,600	7,600
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		7,600	7,600
<b><u>DESCRIPTION:</u></b>			
Four (4) Class A Hazmat Suits			
<b><u>JUSTIFICATION:</u></b>			
The current Class A hazmat suits have a shelf-life that expires in October 2015. In order to retain the Fire Department's hazmat capabilities, these class A suits need to be replaced. The new suits manufactured today do not have a shelf-life expiration date; replacement of suits in future years will not be dictated by shelf-life.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The Fire Department's Class A hazmat suits will expire and unless they are replaced, the Fire Department will not be able to accomplish hazardous material emergency situations.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****AMBULANCE****AB - 10****FIRE****01-32-02**

<b>DECISION PACKAGE TITLE: Replacement of One Ambulance</b>		<b>NUMBER: 1 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	124,000	CAR Account
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		124,000	CAR Account
<b><u>DESCRIPTION:</u></b>			
Replacement of One Ambulance			
<b><u>JUSTIFICATION:</u></b>			
The 2009 model ambulance has accumulated over 80,000 miles during the six years that it has been in operation. The ambulance is facing increased maintenance costs and decreased dependability. With the continued escalation of EMS calls, the City needs reliable and dependable ambulances to respond to medical emergencies and to transport patients. The Tarrant County ESD has offered financial assistance of \$50,000 towards the replacement of each ambulance.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Benbrook EMS will continue to transport patients and to respond to medical emergencies in older and less-reliable ambulances. If an ambulance is out-of-service due to maintenance or repair, response time may suffer.			
<b><u>OTHER INFORMATION:</u></b>			
The cost reflected includes the Tarrant County ESD financial assistance offer of \$50,000 per ambulance. The projected cost of each ambulance is \$174,000; the City's net cost is \$124,000 per ambulance. This ambulance will be replaced through Capital Asset Replacement (CAR) Account funding.			



**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SAFETY****AMBULANCE****AB - 10****FIRE****01-32-02**

<b>DECISION PACKAGE TITLE: Replacement of One Ambulance</b>		<b>NUMBER: 2 of 2</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	124,000	-
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		124,000	-
<b><u>DESCRIPTION:</u></b>			
Replacement of One Ambulance			
<b><u>JUSTIFICATION:</u></b>			
The 2009 model ambulance has accumulated over 80,000 miles during the six years that it has been in operation. The ambulance is facing increased maintenance costs and decreased dependability. With the continued escalation of EMS calls, the City needs reliable and dependable ambulances to respond to medical emergencies and to transport patients.			
The Tarrant County ESD has offered financial assistance of \$50,000 towards the replacement of each ambulance.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Benbrook EMS will continue to transport patients and to respond to medical emergencies in older and less-reliable ambulances. If an ambulance is out-of-service due to maintenance or repair, response time may suffer.			
<b><u>OTHER INFORMATION:</u></b>			
The cost reflected includes the Tarrant County ESD financial assistance offer of \$50,000 per ambulance. The projected cost of each ambulance is \$174,000; the City's net cost is \$124,000 per ambulance.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****AB - 10****STREET MAINTENANCE****PUBLIC WORKS****01-42-01**

<b>DECISION PACKAGE TITLE: Pickup Truck</b>		<b>NUMBER: 1 of 1</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	19,000	CAR Account
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		19,000	CAR Account
<b><u>DESCRIPTION:</u></b>  Replacement of One 3/4 Ton Pickup Truck			
<b><u>JUSTIFICATION:</u></b>  Replace an aging pickup truck that is starting to develop many problems mechanically.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Will continue operating with current vehicle. Down time may exist due to availability of parts.			
<b><u>OTHER INFORMATION:</u></b>  This vehicle will be replaced through the Capital Asset Replacement (CAR) Account.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****PARKS MAINTENANCE****AB - 10****PARKS AND RECREATION****01-42-01**

<b>DECISION PACKAGE TITLE: 72" Zero Turn Mower</b>		<b>NUMBER: 1 of 5</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	10,500	CAR Account
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,500	CAR Account
<b><u>DESCRIPTION:</u></b>			
72" 35HP Zero Turn Mower			
<b><u>JUSTIFICATION:</u></b>			
The Scag 72" zero turn mower is fourteen years old and is incapable of mowing for an entire week without breaking down. Yearly maintenance cost have well exceeded the limit of the total equipment's worth. In 2015, maintenance costs have exceeded \$2,000.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Additional funds will be invested on the maintenance of a failing piece of equipment. Productivity will continue to be impacted.			
<b><u>OTHER INFORMATION:</u></b>			
This tractor will be replaced through the Capital Asset Replacement (CAR) Account.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****PARKS MAINTENANCE****AB - 10****PARKS AND RECREATION****01-43-01**

<b>DECISION PACKAGE TITLE:</b> 3/4 Ton Truck		<b>NUMBER:</b> 2 of 5	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	19,000	CAR Account
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		19,000	CAR Account
<b><u>DESCRIPTION:</u></b>  3/4 Ton, Single Cab, Gasoline Truck with an 8' Bed and Towing Package.			
<b><u>JUSTIFICATION:</u></b>  The vehicle it will replace is seventeen years old and has 154,000 miles. This vehicle requires more maintenance and repair than expected for a vehicle of its age.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Money spent on maintenance and repair will exceed the total value of the vehicle.			
<b><u>OTHER INFORMATION:</u></b>  This vehicle replacement will be funded through the Capital Asset Replacement (CAR) Account.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****PARKS MAINTENANCE****AB - 10****PARKS AND RECREATION****01-43-01**

<b>DECISION PACKAGE TITLE: Utility Vehicle</b>		<b>NUMBER: 3 of 5</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
<b>Personal Services</b>	<b>5000</b>		
<b>Supplies and Materials</b>	<b>5100</b>		
<b>Contractual Services</b>	<b>5200</b>		
<b>Repair and Maintenance</b>	<b>5300</b>		
<b>Capital Outlay</b>	<b>5400</b>	9,900	-
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		9,900	-
<b><u>DESCRIPTION:</u></b> One Liquid-Cooled, Gas Engine, Two-Person Utility Vehicle (UTV)			
<b><u>JUSTIFICATION:</u></b> The Parks Department currently uses full-size trucks to access the interior of Dutch Branch Park to gather trash and perform maintenance activities. Some of the areas are very close to patrons and safety can be an issue. Patrons also see the trucks in the park and try to drive their vehicles in the park. The large trucks can damage turf and create ruts in the park. A smaller UTV is easier to maneuver in tight areas and is also easier and safer to operate along the Green Ribbon Project because a UTV can operate farther from the traffic along Highway 377. A UTV also assists the City if meeting the goals of the Clean Fleet Program by operating a more fuel-efficient vehicle.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> Staff will continue to use current trucks to complete trash pick up and playground repairs. Staff will continue to operate as safely as possible with the above identified hazards.			
<b><u>OTHER INFORMATION:</u></b> The Parks Department has a UTV that has been in service for seven years. It was obtained for ball field preparation and to replace the use of large tractors on the fields. The Kawasaki Mule has served the department well and continues to do a great job on the fields. The new UTC would be a new piece of equipment to handle the growing trash and repair responsibilities.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****PARKS MAINTENANCE****AB - 10****PARKS AND RECREATION****01-43-01**

<b>DECISION PACKAGE: Five Park Benches</b>		<b>NUMBER 4 of 5</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	3,250	3,250
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE REQUEST</b>		3,250	3,250
<b><u>DESCRIPTION:</u></b>			
Five (5) Commercial Park Benches			
<b><u>JUSTIFICATION:</u></b>			
Currently there are no benches along the Dutch Branch Walking Track. Two of the benches will be placed around the walking track and three of the benches will be placed along the walking trails in the park.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Currently patrons using the walking track have to sit in the nearby bleachers to rest and there are no benches along the trail for patrons to use.			
<b><u>OTHER INFORMATION:</u></b>			
Each bench costs \$550 plus \$100 for a pad.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****PARKS MAINTENANCE****AB - 10****PARKS AND RECREATION****01-43-01**

DECISION PACKAGE Revise Current Mowing Contract		NUMBER 5 of 5	
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	20,000	-
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE REQUEST</b>		20,000	-
<b><u>DESCRIPTION:</u></b> Revise current mowing contract to have contractor mow right-of-way (ROW) and City crews mow municipal buildings, parks, and drainage ditches.			
<b><u>JUSTIFICATION:</u></b> Currently, Parks crews mow City parks, ROWs, ditches/detention ponds, and the cemetery. They also maintain all flower beds. The Contractor mows the municipal building yards and the Green Ribbon. Switching duties would increase efficiency because City crews could work on municipal lawns, flower beds, and landscape at the same time without making multiple trips. It would be safer for the employees because it would remove them from the heaviest traveled ROW and it would reduce wear and tear on City equipment because ROW mowing is very hard on equipment. It would also free up staff to work on the Green Ribbon flower beds to keep them looking good since it is a gateway to the City.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> The Green Ribbon flower beds will take additional manpower to maintain. Keeping current manpower numbers as is and not adjusting the current mowing contract means that some needed maintenance work will be delayed.			
<b><u>OTHER INFORMATION:</u></b> The City also discussed with the mowing contractor to also include the cemetery and satellite parks to the mowing schedule and that cost was an additional \$40,000 over the original contract amount.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: City Hall HVAC Ductwork Study</b>		<b>NUMBER: 1 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	10,000	-
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,000	-
<b><u>DESCRIPTION:</u></b>			
City Hall HVAC Ductwork Feasibility Study			
<b><u>JUSTIFICATION:</u></b>			
The current HVAC ducts are failing or have failed at City Hall. This request includes hiring an HVAC consultant to determine the feasibility of relocating the ductwork to the ceiling. The roof support beams are very low so a creative solution is needed to relocate the ducts to the ceiling. A ductless system is another possible type of system to evaluate and consider. The study will provide options and the associated costs of each. The design costs are not included.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
City Hall will continue with the current system of ductwork in the flooring area.			
<b><u>OTHER INFORMATION:</u></b>			



**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Video and Clean HVAC Ducts</b>		<b>NUMBER: 2 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	10,000	10,000
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		10,000	10,000
<b><u>DESCRIPTION:</u></b>			
Video and Clean HVAC Ducts at City Hall			
<b><u>JUSTIFICATION:</u></b>			
The HVAC ducts contain large amounts of water. The sump pumps are operational, but not all the system drains to the sump pumps. The ducts should be videoed to determine their condition and if repairs are practical. Cleaning the ducts would improve the air quality in the building.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Air quality at Benbrook City Hall will continue at its current condition.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

DECISION PACKAGE TITLE: Roof Replacement - Community Building NUMBER: 3 of 11			
ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	30,000	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		30,000	-
<b><u>DESCRIPTION:</u></b>  Replacement of Roof on Community Building (Lion's Club Building)			
<b><u>JUSTIFICATION:</u></b>  The roof needs to be replaced. The current roof consists of a series of patches. The roofing contractor is having a difficult time locating non-damaged areas to tie in the new patches. After almost every rain event, a new leak develops.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>  Attempts will be made to continue patching the roof.			
<b><u>OTHER INFORMATION:</u></b>  			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: City Hall Entrance Improvements</b>		<b>NUMBER: 4 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	16,758	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		16,758	-
<b><u>DESCRIPTION:</u></b>			
Replace the Concrete Steps, Ramp, and Walkway in the Front of City Hall			
<b><u>JUSTIFICATION:</u></b>			
The walkway, steps, and ramp at the entrance to the Benbrook Municipal Building are in poor condition. The walkway has very large cracks, there are depressions on the steps where the concrete is missing, and the exposed aggregate is slick and may be difficult to walk on in wet and/or icy weather.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The entrance to the Benbrook Municipal Building will continue to exist in its current state.			
<b><u>OTHER INFORMATION:</u></b>			
The cost for plain concrete is \$14,950. The cost for exposed aggregate is \$16,758.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Replace Lighting - City Hall Parking Lot</b>		<b>NUMBER: 5 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	46,000	
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		46,000	
<b><u>DESCRIPTION:</u></b>			
Replace Lights in City Hall Parking Lot and Entrance to City Hall			
<b><u>JUSTIFICATION:</u></b>			
The parking lot and building entrance for City Hall are poorly-lit and present safety hazards for night meetings. A lighting study recommended that the lights in the City Hall parking lot be replaced and new lights installed for the entrance to the building. These changes have not been implemented. The project consists of installing six light poles for the parking lot and three lights for the entrance to City Hall. The project total includes: design costs, lights and poles, and costs to provide power to the lights.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The lighting facilities for the City Hall parking lot and building entrance will remain in their current condition.			
<b><u>OTHER INFORMATION:</u></b>			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Replace City Hall Carpet</b>		<b>NUMBER: 6 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	45,112	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		45,112	-
<b><u>DESCRIPTION:</u></b>			
Replace Carpet at City Hall			
<b><u>JUSTIFICATION:</u></b>			
The carpet in City Hall is worn to the extent that the carpet has stretched so much that ridges have formed causing slip and trip hazards. In some offices, the ridges are high enough to cause a chair to stop rolling; an employee could potentially fall out of the chair resulting in an injury.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
The current carpet will remain at City Hall.			
<b><u>OTHER INFORMATION:</u></b>			
The estimate is for commercial grade carpet tiles to be installed by professionals. The estimate also includes moving the furniture before and after the carpet is installed. The cost to replace the carpet with the same tile as in the hallways is \$47,229.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Replace Ceiling Tiles at City Hall</b>		<b>NUMBER: 7 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	9,500	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		9,500	-
<b><u>DESCRIPTION:</u></b>  Replace Ceiling Tiles at City Hall			
<b><u>JUSTIFICATION:</u></b> The ceiling tiles in City Hall are very old, water-stained, and of multiple colors due to wear and to painting over water stains. The cost estimate is for City staff to purchase and install the ceiling tiles with flush-mounted tiles.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> The current ceiling tiles will remain at City Hall.			
<b><u>OTHER INFORMATION:</u></b> The estimate to replace the ceiling tiles with the same reveal is estimated to be \$13,000.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Re-Paint City Hall and Senior Center</b>		<b>NUMBER: 8 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	15,100	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		15,100	-
<b><u>DESCRIPTION:</u></b>			
Exterior Painting of City Hall and Senior Citizen Building (Brown Portions Only)			
<b><u>JUSTIFICATION:</u></b>			
The brown portions of the exterior of City Hall and the Senior Citizen Building are various shades of brown and are peeling. The color variations result from assorted hues of brown used over the years to touch-up and re-paint areas. Rust is also visible on the exterior of the buildings.			
The estimate includes sanding, repairing, and painting the brown areas on the exterior of both buildings.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
City Hall and the Senior Citizen Building will continue to display mis-matched brown exteriors with rust spots and stains.			
<b><u>OTHER INFORMATION:</u></b>			
The cost to sand, repair, and paint City Hall is \$9,500. The cost for the Senior Citizen Building is \$5,600.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****AB - 10****BUILDING MAINTENANCE****SUPPORT SERVICES****01-45-02****DECISION PACKAGE TITLE: Replace City Hall Curtains****NUMBER: 9 of 11**

ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300	6,000	-
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		6,000	-

**DESCRIPTION:**

Replace City Hall Curtains with Mini Blinds

**JUSTIFICATION:**

Curtains throughout City Hall have been replaced with mini blinds on a piecemeal basis. The Council Chambers, the break room, and four offices still have curtains. This mixture of window treatments results in a haphazard appearance throughout the building. Funds are requested to install mini blinds in the break room and four offices. The Council Chamber curtains are not included in this request.

**CONSEQUENCES OF DISAPPROVAL:**

Window treatments throughout City Hall will continue to be a random mixture of curtains and mini blinds.

**OTHER INFORMATION:**



**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE: Propane Tank at City Hall</b>		<b>NUMBER: 10 of 11</b>	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100	1,400	2014-15 Fiscal Year
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		1,400	2014-15 Fiscal Year
<b><u>DESCRIPTION:</u></b>			
Propane Tank at City Hall for Emergency Generator.			
<b><u>JUSTIFICATION:</u></b>			
The emergency generator at City Hall operates off of propane cylinders. The generator will operate for approximately two to three hours off of one cylinder. The cylinders are heavy and difficult to change. A 250 gallon propane tank would be mounted on a pad next to the generator and could operate the generator for days at a time without having to be refilled. A propane company would be called when it is time to refill the propane tank. The tank could be screened from the road with a fence or landscaping.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b>			
Maintenance staff would have to continue to change out the propane cylinders. Staff also has to take the cylinders to get refilled. The City has three cylinders which will last one to two days before having to get refilled.			
<b><u>OTHER INFORMATION:</u></b>			
The propane tank will be purchased in the 2014-15 fiscal year.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****BUILDING MAINTENANCE****AB - 10****SUPPORT SERVICES****01-45-02**

<b>DECISION PACKAGE TITLE:</b> City Hall Soffit Light Evaluation		<b>NUMBER:</b> 11 of 11	
<b>ACCOUNT TITLES</b>	<b>ACCOUNT NUMBER</b>	<b>DEPARTMENT HEAD RECOMMENDATION</b>	<b>CITY MANAGER RECOMMENDATION</b>
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200	2,000	-
Repair and Maintenance	5300		
Capital Outlay	5400		
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		2,000	-
<b><u>DESCRIPTION:</u></b>  City Hall Soffit Light Evaluation			
<b><u>JUSTIFICATION:</u></b> The Soffit lights around City Hall do not operate. An electrician was asked to provide an estimate to make the repairs. The electrician stated the system has a short in it and it would have to be traced to determine the location (s) of the short. This estimate does not include the cost for any materials or replacement light fixtures. If the short is located fairly quickly, it might be possible to have all necessary repairs completed within this fiscal year.			
<b><u>CONSEQUENCES OF DISAPPROVAL:</u></b> City Hall Soffit lights will remain non-operational.			
<b><u>OTHER INFORMATION:</u></b> Completion of this project will occur in 2014-15 with financing coming from the current year budget.			

**DECISION PACKAGE DETAIL****COST CENTER DETAIL****PUBLIC SERVICES****ENGINEERING****AB - 10****ENGINEERING****01-54-01****DECISION PACKAGE TITLE: One 3/4 Ton Pickup Truck****NUMBER: 1 of 1**

ACCOUNT TITLES	ACCOUNT NUMBER	DEPARTMENT HEAD RECOMMENDATION	CITY MANAGER RECOMMENDATION
Personal Services	5000		
Supplies and Materials	5100		
Contractual Services	5200		
Repair and Maintenance	5300		
Capital Outlay	5400	19,000	CAR Account
<b>TOTAL DECISION PACKAGE EXPENDITURES REQUESTED</b>		19,000	CAR Account

**DESCRIPTION:**

One 3/4 Ton Pickup Truck

**JUSTIFICATION:**

The current vehicle assigned to the Engineering Activity is a 2001 Chevrolet Silverado with over 100,000 miles accumulated. This vehicle is developing mechanical problems and other issues.

**CONSEQUENCES OF DISAPPROVAL:**

The Public Works Inspector will continue operating with the current vehicle. Down time may develop due to availability of parts.

**OTHER INFORMATION:**

This vehicle will be funded through the Capital Asset Replacement Account.

# **SECTION SEVEN**

## **DEBT SERVICE**

## **SECTION SEVEN**

### **DEBT SERVICE**

The first table provides a fund balance summary that shows the fund's beginning balance, revenues by source, expenditures by category, transfers, and ending balance. The Debt Service Fund is projected to begin the 2015-16 fiscal year with a fund balance of \$93,666 based on 2014-15 re-estimates of revenues, expenditures, transfers, and use of reserves. In 2015-16 revenues are projected to total \$426,558 and expenditures are projected to total \$936,948. A transfer in the amount of \$502,631 is scheduled for 2015-16 to the Debt Service Fund from the Storm Water Utility Fund for principal and interest costs for drainage projects financed through general obligation bonds. The use of \$7,759 in Debt Service Fund reserves is also scheduled for 2015-16; these funds are restricted and can only be used for payment of debt service principal and interest. The ending fund balance is projected to be \$85,907.

The second table provides a schedule of debt requirements from October 1, 2015 through maturity for all of the City's general obligation bonds. This table is supplemented by separate schedules for each bond issue: general obligation bonds issued in 2002 and re-financed in 2011, general obligation bonds issued in 2004 and re-financed in 2012, and general obligation bonds in 2005 and re-financed in 2013.

**DEBT SERVICE FUND  
FUND BALANCE SUMMARY  
2015-16**

**FUND DESCRIPTION**

The City of Benbrook Debt Service Fund was created by Ordinance 404, which was adopted August 25, 1975. The ordinance authorizes a tax to be levied on all real and personal property with the proceeds from said tax used to retire the principal and interest on all general purpose indebtedness. The Debt Service Fund accounts for the accumulation of resources, and the payment of general long-term principal and interest.

		<b>PROPOSED 2015-16</b>
<b>BEGINNING BALANCE</b>		<b>93,666</b>
<u>REVENUES</u>		
Ad Valorem Taxes	426,558	
Use of Money & Property	-	
<b>TOTAL REVENUES</b>		<b>426,558</b>
<b>TOTAL FUNDS AVAILABLE</b>		<b>520,224</b>
<u>EXPENDITURES</u>		
Bond Principal Retirements	780,000	
Certificate of Obligation Retirements	-	
Long-Term Note Retirements	-	
Interest Expenses	153,148	
Agent Fees and Other Expenditures	3,800	
<b>TOTAL EXPENDITURES</b>		<b>936,948</b>
<b>AVAILABLE OVER (UNDER) EXPENDITURES</b>		<b>(416,724)</b>
<u>OTHER FINANCING SOURCES (USES)</u>		
Transfers-In	502,631	
Transfers-Out	-	
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>		<b>502,631</b>
<b>ENDING BALANCE</b>		<b>85,907</b>

DEBT SERVICE FUND  
SCHEDULE OF REQUIREMENTS  
OCTOBER 1, 2015 TO MATURITY

Year Ending 09-30	Principal	Interest	Total
16	780,000	153,147	933,147
17	815,000	136,015	951,015
18	835,000	118,276	953,276
19	870,000	99,939	969,939
20	895,000	80,977	975,977
21	975,000	57,967	1,032,967
22	1,015,000	30,608	1,045,608
23	245,000	13,961	258,961
24	255,000	8,486	263,486
25	260,000	2,847	262,847
<b>TOTALS</b>	<b><u>6,945,000</u></b>	<b><u>702,223</u></b>	<b><u>7,647,223</u></b>

DEBT SERVICE FUNDS  
GENERAL OBLIGATION BONDS - 2002 (ORIGINAL ISSUE) 2011 (RE-ISSUED)  
SCHEDULE OF REQUIREMENTS

Year Ending 09-30	Principal	Interest	Total
16	150,000	65,779	215,779
17	155,000	61,310	216,310
18	165,000	56,622	221,622
19	170,000	51,715	221,715
20	175,000	46,660	221,660
21	735,000	33,329	768,329
22	770,000	11,281	781,281
<b>TOTALS</b>	<b><u>2,320,000</u></b>	<b><u>326,695</u></b>	<b><u>2,646,695</u></b>



DEBT SERVICE FUND  
GENERAL OBLIGATION BONDS SERIES 2004 (ORIGINAL ISSUE) 2013 (RE-ISSUED)  
SCHEDULE OF REQUIREMENTS

Year Ending 09-30	Principal	Interest	Total
✓ 16	210,000	49,166	259,166
✓ 17	220,000	44,457	264,457
✓ 18	220,000	39,639	259,639
✓ 19	225,000	34,766	259,766
20	230,000	29,784	259,784
✓ 21	240,000	24,638	264,638
✓ 22	245,000	19,327	264,327
✓ 23	245,000	13,961	258,961
✓ 24	255,000	8,486	263,486
25	260,000	2,847	262,847
<b>TOTALS</b>	<b><u>2,350,000</u></b>	<b><u>267,071</u></b>	<b><u>2,617,071</u></b>

DEBT SERVICE FUNDS  
GENERAL OBLIGATION REFUNDING BONDS - SERIES 2005  
SCHEDULE OF REQUIREMENTS

	Year Ending 09-30	Principal	Interest	Total
✓	16	420,000	38,203	458,203
✓	17	440,000	30,248	470,248
✓	18	450,000	22,015	472,015
✓	19	475,000	13,459	488,459
	20	490,000	4,533	494,533
TOTALS		<u>2,275,000</u>	<u>108,456</u>	<u>2,383,456</u>

# **SECTION EIGHT OTHER FUNDS**

## **SECTION EIGHT OTHER FUNDS**

Proposed expenditures are provided for the following special funds and accounts: (1) Marketing Director funded through the Hotel Motel Occupancy Tax, (2) Police Narcotics Fund, (3) TIF Fund, (4) Core Value Fund, (5) Capital Projects Fund Animal Shelter Account, (6) Capital Projects Fund Capital Asset Replacement Account, and (7) Storm Water Utility Fund.

**MARKETING DEPARTMENT  
HOTEL/MOTEL OCCUPANCY TAX FUND**

The 2015-16 Proposed Budget for the Marketing Department totals \$109,795. Salary costs for the Marketing Director total \$108,695 including salaries (including a three percent COLA); stability pay; FICA; health, dental, and life insurance; retirement through TMRS; workers' compensation insurance; unemployment insurance; and bilingual pay. The total for supplies and materials is \$600. Contractual services total \$500 for advertisements, printing services, telephone, dues and memberships, and training costs.

## **POLICE NARCOTICS FUND**

The Police Department has received approval for using \$11,500 in funds from the Police Narcotics Fund to purchase specialized equipment and supplies in 2015-16. Funds are included in the Police Narcotics Fund Account for replacement of ten department-issued hand guns and ballistic raid vests. Purchases will be made at the discretion of the Police Chief with approval from the City Manager.

## **TAX INCREMENT FINANCING (TIF) FUND**

In 2015-16, the Tax Increment Financing (TIF) Fund will receive an estimated \$685,283 from the General Fund for property tax revenue. Expenditures for 2015-16 include funds for the payment of principal, interest, and agent fees for certificates of obligation. Principal for the certificates of obligation issued in 2005 is \$170,000 and interest is \$21,930 for a total of \$191,930. Principal for certificates issued in 2012 is \$125,000 and interest is \$15,349 for a total of \$140,349. Principal for certificates issued in 2014 is \$140,000 and interest is \$16,684 for a total of \$156,684. The total payments for 2015-16 are \$488,963.

## **CORE VALUE FUND**

The 2013-14 Adopted Budget included the transfer of \$1,500,000 from the General Fund to the Core Value Fund to finance the utility relocation in 2013-14. This transfer is included in the 2013-14 re-estimate. The 2014-15 Budget includes the transfer of \$100,000 from General Fund reserves for landscaping costs for the Benbrook Boulevard project. No transfers are included in the 2015-16 Proposed Budget to the Core Value Fund.



## **CAPITAL PROJECTS FUND ANIMAL SHELTER ACCOUNT**

The 2015-16 Proposed Budget includes the transfer of \$550,000 from the General Fund reserves to the Capital Projects Fund Animal Shelter Account. An estimated \$50,000 is available for a needs assessment study for the Animal Shelter. The remaining \$500,000 is reserved for construction of the Animal Shelter in the future.

## **CAPITAL PROJECTS FUND CAPITAL ASSET REPLACEMENT ACCOUNT**

The 2015-16 Proposed Budget includes the transfer of \$250,000 from the General Fund to the Capital Projects Fund Capital Asset Replacement Account. These funds are intended for the replacement of one ambulance at an estimated cost of \$124,000; three trucks at an estimated cost of \$19,000 each for a total of \$57,000, and one mower for the Parks Department at a cost of \$10,500. Total costs for 2015-16 are estimated at \$191,500. Any remaining funds will be used to replace vehicles and equipment in future years.

## **STORM WATER UTILITY FUND**

The Storm Water Utility Fund's scheduled transfer to the Debt Service Fund for 2015-16 is \$502,631. This amount represents principal, interest, and agent fees associated with general obligation bonds issued for drainage and storm water projects. Debt Service payments for stormwater bonds for 2015-16 total \$45,000 for interest and \$27,775 for interest; the total is \$72,775.

Specific projects financed by the Storm Water Utility fees will be presented to the City Council for approval as funding needs arise in 2015-16.

# **SECTION NINE ECONOMIC DEVELOPMENT CORPORATION**

## **SECTION NINE ECONOMIC DEVELOPMENT CORPORATION**

The 2015-16 Proposed Budget for the Economic Development Corporation will be presented to the City Council the first meeting in September 2015, after it has been reviewed and approved by the Benbrook Economic Development Corporation Board of Directors.

# **SECTION TEN SUPPLEMENTAL INFORMATION**

## **SECTION TEN SUPPLEMENTAL INFORMATION**

The Supplemental Information Section provides information regarding the City's budget process including: City Charter Requirements, Budget Process, Citizen Input and Public Hearings, and a Glossary of Terms.

## **CITY CHARTER REQUIREMENTS**

The City of Benbrook Charter, as approved by the Benbrook City Council in 1983 and amended in 1990 and again in 1997, has the following requirements for the City Budget:

### **Submission of the Budget**

On or before the first day in September of each year, the City Manager shall submit to the City Council a balanced budget for the ensuing fiscal year and an accompanying message.

### **The Budget Message**

The Budget Message shall explain the budget in fiscal terms and in terms of working programs for the ensuing fiscal year. It shall outline proposed financial policies of the City and shall include other materials as the City Manager deems necessary.

### **Budget Contents**

The budget shall contain the following:

1. Comparative figures for the estimated income and expenditures for the ensuing fiscal year compared to the combination of: actual income and expenditures through the latest complete accounting period that information is available for at the commencement of budget preparation, and the estimated income and expenditures for the incomplete portion of the current fiscal year.
2. The proposed expenditures of each office, department, or function.
3. A schedule showing the debt service requirement due on all outstanding indebtedness and on any proposed debt.
4. The source or basis of the estimate.
5. The total of the proposed expenditures shall not exceed the total estimated income and the balance of available funds.
6. The budget message shall include a forecast of a five-year estimate of revenues and expenditures and an explanation of its effect on taxation. The source or basis of the estimates shall be a part of the forecast.



### **Public Hearings on the Budget**

The Council shall hold at least one more public hearing on the proposed budget prior to the final adoption. Public Notice of the hearing(s) shall be published in the official medium not more than thirty days prior to the hearing(s). The City Secretary shall provide copies of the proposed budget to the public at cost, upon request.

### **Adoption of the Budget**

The City Council shall adopt the proposed budget, with or without amendment, after public hearings and before the first day of the ensuing fiscal year. Should the Council take no final action before the first day of the ensuing fiscal year, the amounts appropriated for the current fiscal year shall be deemed adopted on a month to month basis. Final adoption shall constitute appropriation of the expenditures proposed from funds so indicated.

### **Amendments after Adoption**

During the fiscal year, the City Council shall have the power to make budget adjustments. Expenditures that could not, by reasonable thought and attention, have been included in the original budget, may be authorized by the City Council. All such authorizations by the City Council shall be filed as amendments to the original budget, including the reasons for such amendments.

### **Defects in the Budget**

Defects in the form or preparation of the budget or the failure to perform any procedural requirements shall not invalidate any tax levy, nor shall it invalidate the tax roll.

## PUBLIC HEARINGS

The City Council will conduct two public hearings on the 2015-16 Budget and on the 2015-16 property tax rate. A separate public hearing on the property tax rate will be held to comply with the State's "Truth in Taxation" requirements. Notices on the public hearings, as well as a Summary of the 2015-16 Proposed Budget, will be published in the ***Benbrook News*** and on the City's website.

The public hearings on the 2015-16 Budget and 2015-16 property tax rate will be held in conjunction with the regular City Council meeting. Citizens will be allowed to voice their concerns and questions regarding the 2015-16 Budget and the property tax rate.

At a separate regular meeting of the City Council, the Council will vote to adopt the 2015-16 Budget and to set the property tax rate. Notices on the proposed ordinances, as well as a Summary of the 2015-16 Proposed Budget, will be posted on the City of Benbrook website at [www.benbrook-tx.gov](http://www.benbrook-tx.gov) and will be published in the ***Benbrook News***.

The State Legislature enacted legislation that requires municipal governments to hold two public on the budget and requires the governing body to post this information on the government's website.

## **THE BUDGET PROCESS**

### **December**

The Deputy City Manager and the Planning Director prepare the annual Capital Improvements Report (which lists proposed capital improvements along with the estimated cost, the means of financing the proposed improvements, and the year in which the proposed improvement project is scheduled to be undertaken). The City holds Public Hearings on the Capital Improvements Report.

### **January**

The City officially adopts the Capital Improvements Report that outlines capital improvement projects the City undertakes for the next five years.

### **April**

The Finance Director prepares the budget work papers for the various activity areas of the City with prior year actual and budgeted, current year budgeted amounts, current year six month totals, and current year estimated twelve month total (salary and fringe benefit costs only) pre-printed for each activity.

### **May**

The budget work papers are made available to the various Department Directors to prepare their budget request for the ensuing fiscal year. Worksheets, forms, and instructions are posted on the City's shared file.

The Finance Director prepares revenue re-estimates for the current fiscal year and revenue projections for the upcoming fiscal year.

### **June**

Department Directors return completed work papers to the Finance Director. The Finance Director prepares a summary of the departmental budget requests for the City Manager. The Finance Director also provides revenue re-estimates and projections to the City Manager along with re-estimated and projected fund balances for the next five years for the General Fund, Debt Service Fund, and these two funds combined. The City Manager uses these long-range projections as a target for reducing proposed expenditures in the Department budget requests. His goal is to balance proposed expenditures against the anticipated revenue and existing reserves to maintain fund balances at an acceptable level.

## **July**

The City Manager reviews the proposed activity budgets with each Department Director. At this time, some items are restored to the proposed activity budgets. Additional cuts usually are necessary to compensate for the items that have been restored to the various budget proposals.

The Finance Director prepares a Preliminary Budget Document that includes detailed revenue and expenditure summaries, fund balance estimates and projections, summaries of each activity's budget request along with documentation of all changes made by the City Manager, copies of all funded and unfunded decision packages, and a narrative explanation of the issues that City Council faces and resolves during the upcoming budget deliberations.

The City Manager and Finance Director meet with City Council to canvass Council Members on any program additions or deletions that City Council members request including in the Proposed Budget. At this meeting, the City Manager provides City Council with a brief summary of any anticipated budget problems. The City Council provides direction for the City Staff to follow in preparing the Preliminary Budget.

Towards the end of July (before or on July 25), the City receives assessed valuation totals from the Tarrant Appraisal District. The Finance Director and the Accountant finalize property tax revenue projections.

## **August**

The City Council begins conducting work sessions to review all of the Department budget requests. During these work sessions, Department Directors may meet with the City Council to discuss their proposed budget requests. The City Council also meets with any community group or organization that requests funding from the City of Benbrook.

The City Council continues to hold work sessions on the Proposed Budget until agreement is reached by a majority of City Council members on the level of spending to include for City programs and the means to finance these expenditures. When a Proposed Budget has been agreed upon, the Finance Director prepares a Summary of the Proposed Budget for distribution to the City Council, City Department Directors, concerned citizens, and the local media. The Finance Director calculates and publishes a notice of effective tax rate. Public meetings on the adoption of the Proposed Budget and Tax Rate are scheduled and notices of these meetings are published in the official newspaper. A brief summary of the Proposed Budget is also published in the newspaper.

The City Council holds public hearings on the Proposed Budget and on the Proposed Tax Rate (second meeting in August).

### **September**

The City Council holds second public hearings on the Proposed Budget (the first meeting in September) and on the Proposed Tax Rate (first meeting in September). The City Council adopts the annual budget and sets the tax rate at the next regularly-scheduled (the second meeting in September) Council Meeting after these public hearings have been conducted and after interested citizens have had an opportunity to address the City Council.

### **October, November, and December**

During October and November, the Finance Director prepares the Adopted Budget Document. Copies of the Adopted Budget are presented to the City Council before the end of the calendar year. Copies of the Adopted Budget Document are made available to the public.

## **CITIZEN INPUT AND PUBLIC HEARINGS**

The City of Benbrook's Annual Budget process is a lengthy one which requires input from each of the City's Department Directors, City Manager, City Council, civic organizations, and the citizens of Benbrook.

The schedule will be followed to obtain citizen input during the 2015-16 Budget Adoption Process:

October 1 - July	City Staff receives and reviews written suggestions from citizens and civic organizations for the 2015-16 Annual Budget.
July 2	First public work session is held for City Staff and City Council to outline issues to be faced during the 2015-16 Budget Adoption Process.
July 24	City receives final assessed valuation totals from Tarrant Appraisal District
August 6	Finance Director presents assessed valuation information during City Council meeting.
August 6	Proposed Budget is presented to City Council in a work session open to the public
August 13	Notices of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summaries of the Proposed Budget and Notice of Effective Tax Rate are published. Information is posted on the City's website.
August 20	Notices of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Summaries of the Proposed Budget and Notice of Effective Tax Rate are published. Information is posted on the City's website. The first public hearings are held.
August 27	Notices of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website.

September 3	Notices of the Public Hearings on the Proposed Budget and Proposed Tax Rate are published in the official newspaper. Information is posted on the City's website.
September 3	Second Public Hearing is conducted on the Proposed Budget and Tax Rate (Copies of the Summary Budget are made available to all attendees).
September 10	Notices of the Adoption of the 2015-16 Budget Ordinance, and 2015-16 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published. Information is posted on the City's website.
September 17	Notices of the Adoption of the 2015-16 Budget Ordinance and 2015-16 Tax Rate Ordinance are published in the official newspaper. Summary of the Proposed Budget is published.
September 17	City Council adopts the 2015-16 Budget, adopts the 2015-16 Tax Rate, and ratifies property tax increase.
December 17	The 2015-16 Budget Document is posted on the City of Benbrook's website <a href="http://www.benbrook-tx.gov">www.benbrook-tx.gov</a> .

## **BUDGET GLOSSARY**

The 2015-16 Budget contains specialized and technical terminology that is unique to public finance and budgeting. To assist the reader of the Annual Budget Document in understanding these terms, a budget glossary has been included.

### **ACCOUNT**

A code designed for convenience in referencing classification information for computer operations. The code specifically designates character and object code information.

### **ACCRUAL ACCOUNTING**

A basis of accounting in which revenues are recognized in the period in which they are earned and become measurable, and expenses are recognized in the period incurred instead of when cash is actually received or spent. For example, in accrual accounting revenue that was earned between January 1 and March 31, but for which payment was not received until April 15, is recorded as being received on March 31 rather than on April 15.

### **ACTIVITY CLASSIFICATION**

Expenditure classification according to the specific function performed by the organizational units.

### **APPROPRIATION**

A legal authorization made by the City Council that permits the City to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and to the time period in which it may be expended.

### **APPROPRIATION ORDINANCE**

The official enactment by the City to establish legal authority for City officials to obligate and to expend resources.

### **APPRAISED VALUE**

The estimated value of a piece of property for the purpose of taxation.

### **ASSESSED VALUATION**

A value that is established for real or personal property for use as a basis for levying property values. (Note: Property values in the City of Benbrook are established by the Tarrant Appraisal District).



AUDIT

A comprehensive investigation of the manner in which the government's resources were actually utilized. The audit can be classified as a financial audit or a performance audit. A financial audit is a review of the accounting system and related financial information to determine how government funds were spent and whether expenditures complied with the legislative body's appropriations. A performance audit consists of a review of how well the government met its stated goals.

BALANCE SHEET

A financial statement that discloses the assets, liabilities, reserves, and balances of a specific governmental fund as of a specified date.

BOND

A written promise to pay a specific sum of money at a specified date or dates in the future, together with periodic interest at a specified rate. The most common types of bonds are general obligation and revenue bonds. These bonds are most frequently used for construction of large capital projects such as streets, drainage, and buildings. The repayment of both the principal and interest are detailed in a bond ordinance.

BONDED DEBT

That portion of indebtedness represented by outstanding bonds.

BOND ORDINANCE

An ordinance or resolution adopted by the legislative body that authorizes a bond issue.

BUDGET

A financial plan, for a specified period (fiscal year), of operations that matches all planned revenues and expenditures with services provided to the residents of the City.

BUDGET ADJUSTMENT

A procedure, established by the City Charter, used to revise a budget amount after the budget has been adopted by the City Council.

BUDGET CALENDAR

The schedule of key dates which the City Staff follows in the preparation, adoption, and administration of the budget.

BUDGET DOCUMENT

The instrument used by the budget making authority to present a comprehensive financial plan of operations to the City Council.

BUDGET MESSAGE

The opening section of the budget document that provides the City Council and the public with a summary of the most important aspects of the budget, changes from prior years, and views and recommendations of the City Manager.

BUDGET ORDINANCE

The official enactment, by the City Council, to authorize legally the City Staff to obligate and expend the resources of the City.

BUDGETARY CONTROL

The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenue.

BUDGETED AMOUNT

An authorization made by the City Council which permits the City to incur obligations and to make expenditures of resources.

BUDGETED FUNDS

Funds that are planned for certain uses but have not been formally or legally appropriated by the legislative body. The Budget Document that is submitted for City Council approval is comprised of budgeted funds.

CAPITAL ASSET  
REPLACEMENT

A fund established by the City Council to finance major equipment (\$30,000 or more) over several years rather than during one budget year.

CAPITAL IMPROVEMENT  
PROGRAM

A long-range plan for providing the capital outlay necessary to insure that adequate services are provided to the residents of the City. The plan includes improvements to or the acquisition of structural improvements and major equipment purchases.

CAPITAL PROJECTS FUND

A fund created to account for the financial resources to be used for the acquisition of or the construction

	of major capital facilities or equipment.
<u>CAPITAL IMPROVEMENT REPORT</u>	A separate budget document that lists, in detail each Capital Improvement Program along with the proposed method of financing the program and the year the project is undertaken.
<u>CAPITAL OUTLAY</u>	An expenditure which results in the acquisition or addition to fixed assets.
<u>CASH ACCOUNTING</u>	A basis of accounting in which transactions are recorded when cash is either received or expended.
<u>CASH MANAGEMENT</u>	The management of cash necessary to pay for governmental services while investing temporarily idle cash excesses in order to earn the maximum interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, establishing and maintaining banking relationships, and investing funds in order to achieve the highest interest and return available for temporarily idle cash.
<u>CHARACTER</u>	A basis for distinguishing types of expenditures; the major classification used by the City are: Personal Services, Supplies and Materials, Contractual Services, Repair and Maintenance, Capital Outlay, and Debt Service.
<u>COMBINED SUMMARY STATEMENT</u>	A summary of two or more funds presented on a single page that includes a total of the funds presented.
<u>CURRENT TAXES</u>	Taxes that are levied and due within one year.
<u>DEBT SERVICE</u>	The City's obligation to pay the principal and interest of all bonds and other debt instruments according to a pre-determined payment schedule.
<u>DEBT SERVICE FUND</u>	A fund established to account for the accumulation of resources for and the payment of long-term debt principal and interest.

DEBT SERVICE FUND  
REQUIREMENTS

The amount of revenues which must be provided for a Debt Service Fund so that all principal and interest payments can be made in full and on time.

DEFICIT

The excess of expenditures over revenues during an accounting period.

DELINQUENT TAXES

Taxes that remain unpaid on or after the date on which penalty for non-payment is attached.

DEPARTMENT

A major administrative organizational unit of the City which indicates overall management responsibility for one or more activities.

DISBURSEMENT  
DIVISION

Payment for goods and services in cash or by check. A major administrative organizational unit of the City which indicates overall management responsibility for one or more departments. The City has five divisions: General Government, Staff Services, Public Safety, Public Services, and Community Development.

ENCUMBRANCE

The commitment of appropriated funds to purchase an item or service. To encumber funds means to set aside or commit funds for a future expenditure.

ESTIMATED REVENUE

The amount of projected revenues to be collected during the fiscal year. The projected financing sources estimated to finance the proposed projected expenditures.

EXPENDITURE

A decrease in the net financial resources of the City due to the acquisition of goods or services.

FISCAL YEAR

A twelve month period to which the annual operating budget applies. The City has established October 1 through September 30 as its fiscal year.

FIXED ASSETS

Assets of a long-term character which are intended to continue to be held or used. Examples of fixed assets include items such as land, buildings, machinery, furniture, and other equipment.

FULL FAITH AND CREDIT

A pledge of the general taxing power of a government to repay debt obligations (the term is typically used in reference to bonds).

FUNCTION

A group of related activities aimed at accomplishing a major service.

FUND

An accounting entity with a self-balancing set of accounts that record financial transactions for specific activities or governmental functions. The major funds used by the City include: General Fund, Debt Service Fund, Capital Projects Fund, Special Assessment Fund, and Capital Asset Replacement Fund.

FUND BALANCE

The excess of assets over liabilities. Fund Balance is also known as surplus funds or reserves.

GENERAL FUND

The fund used to account for all financial resources except those required to be accounted for in one of the City's other special purpose funds.

GENERAL LEDGER

A file that contains a listing of various accounts necessary to reflect the financial position and results of operation of the government.

GENERAL OBLIGATION BONDS

Bonds that finance a variety of public improvement projects which pledge the "Full Faith and Credit" of the City for their repayment.

GRANTS

Contributions or gifts of cash or other assets from another government or organization to be used or expended for a specific purpose, activity, or facility. Grants may be classified as either categorical or block depending upon the amount of discretion allowed the grantee.

INTERFUND TRANSFERS

Amounts transferred from one fund to another.

INVENTORY

A detailed listing of property currently held by the government that shows quantities, descriptions, and values of the property as well as units of measure and unit price.

<u>INVOICE</u>	A bill requesting payment for goods or services by a vendor or other governmental unit.
<u>LEVY</u>	To impose taxes, special assessments, or service charges for the support of City activities.
<u>LINE-ITEM BUDGET</u>	A budget that lists each expenditure category (salary, supplies, travel, repairs, etc.) separately, along with the dollar amount budgeted for each specific category.
<u>LONG-TERM DEBT</u>	Debt with a maturity of more than one year after the date of issuance.
<u>MODIFIED ACCRUAL ACCOUNTING</u>	A basis of accounting in which expenditures are accrued but revenues are accounted for on a cash basis. This accounting technique is a combination of cash and accrual accounting since expenditures are immediately incurred as a liability while revenues are not recorded until they are actually received.
<u>OBJECT CODE</u>	An expenditure category, such as salaries, supplies, travel, electricity, or communications equipment. Object codes are grouped together to form character classifications.
<u>OPERATING BUDGET</u>	The portion of the budget that pertains to daily operations that provide the basic governmental services. The General Fund and the Debt Service Fund comprise the City's operating budget.
<u>ORDINANCE</u>	A formal legislative enactment by the governing board of a municipality.
<u>PERFORMANCE BUDGET</u>	A budget wherein expenditures are based primarily upon measurable performance of activities and work programs.
<u>PERFORMANCE MEASUREMENT</u>	Specific quantitative and qualitative measurements of work performed as an objective of the activity, department, division, or fund.
<u>PROGRAM BUDGET</u>	A budget that focuses upon the goals and objectives

of an agency or jurisdiction rather than upon its organizational budget units or object classes of expenditures.

PROPERTY TAX

Property taxes are levied on both real and personal property according to the property's valuation and the tax rate.

RECONCILIATION

A detailed summary of the increases and decreases from one budget year to the next.

REQUISITION

A written request from one department to the Purchasing Agent for specific goods or services. This action precedes the authorization of a purchase order.

RESERVES

An account used to indicate a portion of a fund balance is restricted for a specific purpose and is therefore not available for general appropriations.

REVENUE

Funds that the government receives as income. Revenue includes such items as: tax payments, fees from specific services, receipts from other governments, fines, forfeitures, and interest income.

REVENUE REFUNDING BONDS

Bonds with principal and interest payable exclusively from a revenue source pledged as the payment source before issuance. This type of bonds can be issued with or without voter approval.

RISK MANAGEMENT

An organized attempt to protect a government's assets against accidental loss in the most economical method and with the least risk.

SOURCE OF REVENUE

Revenues are classified according to their source or point of origin.

SPECIAL ASSESSMENT

A compulsory levy made against certain properties to defray all or part of the cost of a specific improvement or service deemed to benefit primarily those properties. The following are examples of special assessments used by the City: street, curb

and gutter, drive approach, sidewalk, mowing, and demolition assessments.

<u>SPECIAL ASSESSMENT FUND</u>	A fund used to account for the construction of improvements with special assessment funds. The fund also accounts for the repayment of special assessment from property owners that have benefited from improvements or services regardless of the fund responsible for the original expenditure.
<u>TARRANT APPRAISAL DISTRICT</u>	An entity established by State of Texas law to insure uniform property appraisals for all cities in Tarrant County.
<u>TAX RATE</u>	The amount of tax stated in terms of a unit of the tax base; for example 65.75 cents per \$100 of appraised calculation of taxable property.
<u>TAX ROLL</u>	The official list showing the amount of taxes levied against each tax payer.
<u>VOUCHER</u>	A document indicating that a transaction has occurred. A voucher usually contains the account related to the transaction.
<u>WORK PROGRAM</u>	A plan of work proposed to be done during a particular period by the government in carrying out its assigned activities.